



WHOLE-PERSON WELLBEING (General Healthy Lifestyle) — PROGRAM OUTLINE

Introduction

In this program you will have access to informational articles and short interactive online courses that will help you understand more about your journey toward greater health and wellbeing. At the end of each module, you'll be asked a series of wrap-up questions to help determine how well you have absorbed the materials.

For the most effective learning experience, all current articles, online courses and wrap-ups should be completed before starting the next module. Completion of these items will advance you to the next learning module and ultimately to finishing the program.

NOTE ABOUT ASSET HEALTH ONLINE COURSES:

- Online courses are found on your employer's Asset Health wellness website. Each one takes about 15 minutes to complete.
 - All online courses must be completed with a test score of 80% or better.
 - You can retake online courses and tests unlimited times until scoring 80% or better.
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Learning Module 1

- **Online Course** — “Begin a Simple and Healthy Fitness Program”
- **Article** — 00-Welcome Letter
- **Article** — 00-Program Outline
- **Article** — 01-Getting Started - Gradual Is Good

- **Wrap-Up 1** (to review Learning Module 1)

- **(if applicable) Coaching Call 1** (to discuss Learning Module 1)

- **Goals:**
 - 01: Get a blank calendar with space to track your weight, water intake, certain foods, exercise, sleep and other measures.
 - 01: Discontinue any dieting supplements (*unless under a doctor's direction*).

Learning Module 2

- **Online Course** — “Understanding Nutrition Labels”
- **Article** — 02-Water / Environment / Tips
- **Article** — 03-Nutrition

- **Wrap-Up 2** (to review Learning Module 2)

- **(if applicable) Coaching Call 2** (to discuss Learning Module 2)

- **Track:**
 - Weight (weekly) (Goal: lose ½ -2 lbs., if necessary)
 - Water intake (daily — 8-ounce glasses) (Goal: 6-8 glasses)
 - Breakfast (non-sugary) (daily — yes / no) (Goal: yes)
 - Sugar intake (daily — grams) (Goal: 50-60 grams max.)
 - Vegetable/fruit servings (daily) (Goal: 2-4 servings)
 - Second servings at meals (daily) (Goal: 0 seconds)

- **Goals:**
 - 02: Drink 6-8 eight-ounce glasses of water per day.
 - 02: Examine your alcohol use; look for ways to cut back.
 - 03: Read one of your snack’s nutrition labels once per day.
 - 03: Start noticing your sugar intake (*in grams*).
 - 03: Replace 1 processed food each day (*fast foods, packaged meals, sugary snacks*).
 - 03: Add 1 additional serving of vegetables/fruits each day.
 - 03: Identify complex and refined carbohydrates in your daily diet.
 - 03: Decline to have a second serving at least 1 meal per day.

Learning Module 3

- **Online Course** — “Addressing Sleep Disorders”
- **Article** — 04-Exercise
- **Article** — 05-Sleep

- **Wrap-Up 3** (to review Learning Module 3)

- **(if applicable) Coaching Call 3** (to discuss Learning Module 3)

- **Track:**
 - Weight (weekly) (Goal: lose ½ -2 lbs., if necessary)
 - Water intake (daily — 8-ounce glasses) (Goal: 6-8 glasses)
 - Breakfast (non-sugary) (daily — yes / no) (Goal: yes)
 - Sugar intake (daily — grams) (Goal: 50-60 grams)
 - Vegetable/fruit servings (daily) (Goal: 2-4 servings)
 - Second servings at meals (daily) (Goal: 0 seconds)

- Minutes of exercise (*daily*) (Goal: 20-30 minutes, 3-5 days per week)
- Hours of sleep (*nightly*) (Goal: 7-9 hours, 5-7 nights per week)
- **Goals:**
 - 04: Begin a weekly exercise routine, no matter how light.
 - 04: Gradually increase your exercise routine until you reach the AHA guidelines.
 - 05: Stop daily caffeine by 5 hours before bedtime.
 - 05: Finish dinner 2-3 hours before bedtime.

Learning Module 4

- **Online Course** — “Managing Stress”
- **Article** — 06-Stress
- **Article** — 07-Review / Resources
- **Wrap-Up 4** (to review Learning Module 4)
- *(if applicable)* **Coaching Call 4** (to discuss Learning Module 4)
- **Track:**
 - Weight (*weekly*) (Goal: lose ½ -2 lbs., if necessary)
 - Water intake (*daily* — 8-ounce glasses) (Goal: 6-8 glasses)
 - Breakfast (non-sugary) (*daily* — yes / no) (Goal: yes)
 - Sugar intake (*daily* — grams) (Goal: 50-60 grams)
 - Vegetable/fruit servings (*daily*) (Goal: 2-4 servings)
 - Second servings at meals (*daily*) (Goal: 0 seconds)
 - Minutes of exercise (*daily*) (Goal: 20-30 minutes, 3-5 days per week)
 - Hours of sleep (*nightly*) (Goal: 7-9 hours, 5-7 nights per week)
- **Goals:**
 - 06: Try one of these simple breathing exercises for 5-10 minutes, twice per week:
 - <http://www.webmd.com/balance/stress-management/tc/stress-management-breathing-exercises-topic-overview>
 - <http://healthland.time.com/2012/10/08/6-breathing-exercises-to-relax-in-10-minutes-or-less/>
 - <http://www.medicinenet.com/script/main/art.asp?articlekey=46922>

Or simply take 10 slow, deep breaths through your nose, while focusing solely on your breathing. (Try this at times of tension or high stress.)

Program Completion

- **Final Wrap-Up** (to review overall progress and program satisfaction; *required to complete program*)