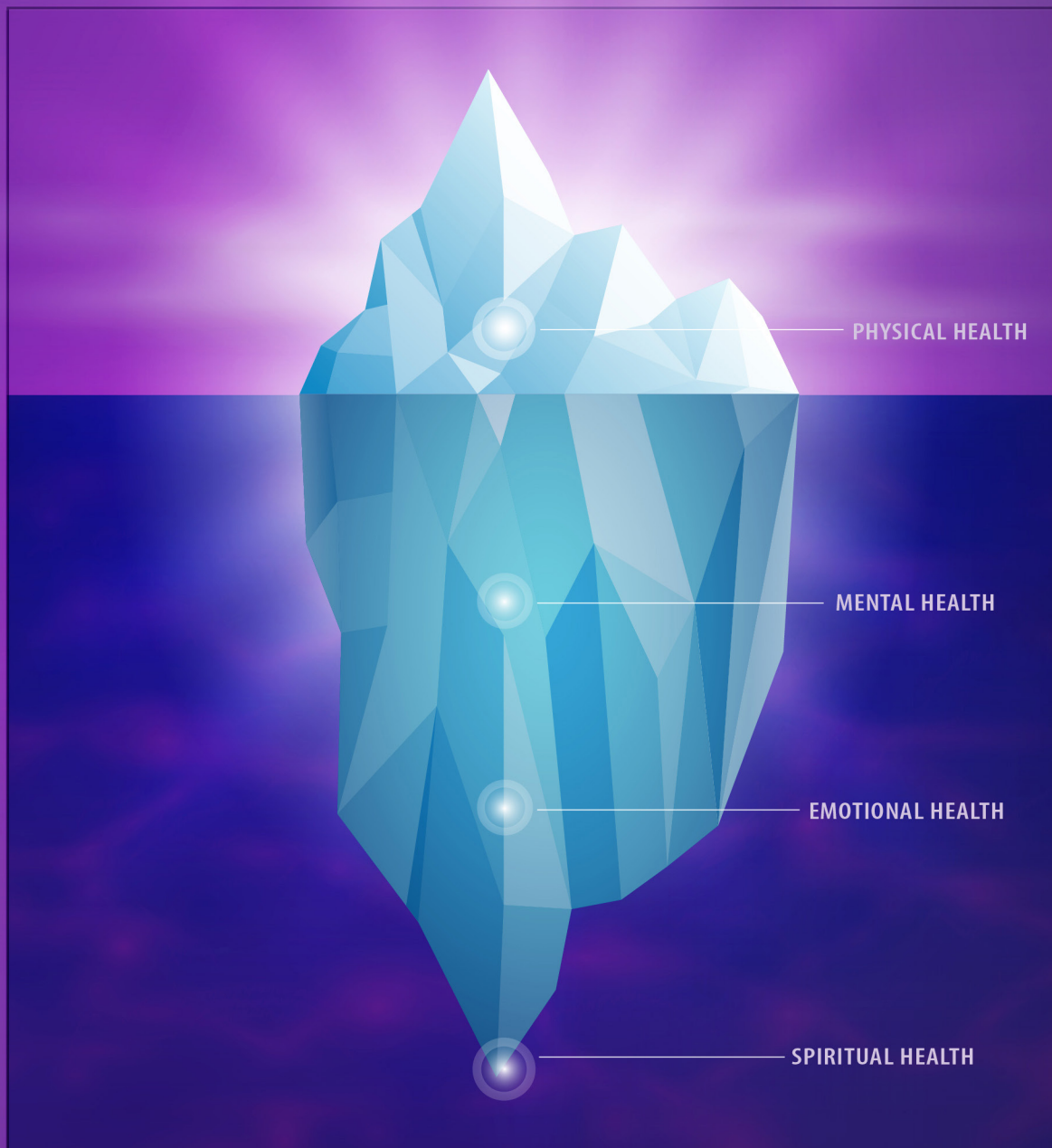


# WELLNESS UNIVERSITY™

*How to Become a Teacher and Role Model of Living  
a Healthier Life at All 4 Levels*



— written by Kelly Mather —







## **WELLNESS UNIVERSITY**

*How to Become a Teacher and Role Model of Living  
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**Harmony Healing House**  
**Lakeport, CA 95453**  
**[www.HarmonyHealingHouse.com](http://www.HarmonyHealingHouse.com)**

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# Introduction



Dear Wellness University™ Student:

Wellness University™ is a college level course aimed to help you live a healthier life at all four levels. It will inspire as people maintain good health, role model healthy behaviors and become wellness ambassadors. This is a class for any student from age 16 and older. In order for this course to have an impact on health, the participant must fully participate, be engaged, be present and do the practices. The Wellness University™ class is typically a twelve week course, offered every other week for two hours.

The goal for this course is to become aware of your current state of health at the physical, mental, emotional and spiritual levels and then use the 5 Keys to Wellness to improve or maintain your health. The exercises in this workbook provide each student with more awareness of how your health at each level affects your life and defined. Unfortunately, health is often defines as the state of being free from illness or injury. We define health as when your body generally feels good, you are productive and have energy throughout the day. Being physically, mentally and emotionally well or healthy with an inspired spirit is a life long journey.

Each class starts with an intention, a diaphragmatic breath and an overview or review of the previous class. We use the “see one, do one, teach one” approach which is why the course is so effective. We have found that the missing element for most wellness education programs is that there is not enough practice. Therefore, you will find that each class contains a great deal of practice. For example, deep breathing is practiced in each class and by the end of the course, students can easily teach breathing techniques due to all of the practice. We hope you are inspired to immediately role model and teach this simple, easy and effective health improvement system: the 5 Keys to Wellness.

We are very honored that you have decided to become a Wellness Ambassador and thank you for making a positive impact on the health of everyone in your community.

*In good health,  
Kelly Mather • Leslie Lovejoy • Steven Lewis*

# Class Syllabus

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## **CLASS ONE GENERAL HEALTH**

- 10 minutes: Class Overview; Define Health and Wellness
- 20 minutes: The Iceberg
- 30 minutes: Health Awareness & Imagine a Healthy You
- 10 minutes: Stretch Break
- 20 minutes: Diaphragmatic Breathing
- 20 minutes: Healthy Habits & Wellness Goal Setting for the Next Twelve Weeks

## **CLASS TWO SELF LOVE**

- 10 minutes: Review of Wellness Goals and New Healthy Habits
- 20 minutes: Self Love Assessment & 5 Barriers to Being a Healthy Person
- 20 minutes: Cycle of Habit Formation
- 25 minutes: The Power of Your Thoughts & Words and Effect on Your Health
- 30 minutes: Guided Imagery Exercises

## **CLASS THREE BREATHING**

- 15 minutes: Review of Self Love Exercises and Progress on Wellness Goals
- 10 minutes: Breathing Self Assessment
- 25 minutes: Why Breathing is Important and an Answer to Reducing Stress in Your Life
- 30 minutes: Breathing & Connection of Mind/Body Exercises
- 20 minutes: Practice Teaching Stretches to the Class

## **CLASS FOUR POSITIVE CHOICES**

- 10 minutes: Review the First Two Keys to Wellness and Progress on Goals
- 20 minutes: Positive Choices Self Assessment
- 20 minutes: Do Your Choices Keep You Green and Growing?
- 40 minutes: When and What You Eat
- 20 minutes: Home Healing Environment Assessment

## **CLASS FIVE BALANCE**

- 10 minutes: Review of the First Three Keys and Progress on Goals
- 30 minutes: Balance Self Assessment and Prescription
- 20 minutes: Balancing for the True You
- 30 minutes: You Have the Time
- 20 minutes: Practice Strength & Balance and Meditation

## **CLASS SIX TRUST**

- 10 minutes: Review the First Four Keys to Wellness and Success with Wellness Goals
- 20 minutes: Trust Self Assessment and the Power of Beliefs on Your Health
- 20 minutes: Gratitude & Forgiveness
- 20 minutes: Implementing the 5 Keys System and Being a Health Role Model
- 10 minutes: Class Evaluation and Feedback

# Class One: General Health



**INTRODUCTIONS:** Introduce yourself and share what you would like to get out of this course.

**SYLLABUS:** The overview for the class, assessments, education, exercises and forms are all in the course syllabus. If you want access to the electronic version to download a form or section, go to [HarmonyHealingHouse.com](http://HarmonyHealingHouse.com) and find Wellness U. The workbook for this course is “Create Your Health Using the 5 Keys to Wellness” and is also available through Harmony Healing House.

**TOUCHSTONE:** The Wellness University™ symbol is an iceberg with four levels. The layer or level of health that we all see above the surface is your physical health. The three levels or layers below the surface are your mental, emotional and spiritual health. The goal of this course is to inspire you to spend time understanding how what is below the surface contributes to your current state of health. You can improve, maintain and role model your wellness using the 5 Keys to Wellness. On the journey toward optimal health you use the lifestyle keys: Breathing and Positive Choices; the causal keys: Self Love and Balance; and the Origin key is Trust.

**HEALTH ASSESSMENT:** Take the Health Assessment to learn more about the 4 levels of health. As you go through this health assessment, you will likely find opportunities to improve in each of the 4 levels. The importance of this exercise is to become aware of your current state of health at more than just the physical level. This will help you create your wellness goals. The physical health appraisal and the signs of emotional health concerns are an additional way to assess your health at these levels.

**KNOW YOUR HEALTH NUMBERS:** Awareness is the first step in wellness. A good way to understand your physical health is to get your biometric results from a lab or physician and determine if you are in the healthy range. Metabolic syndrome is the silent disease and it is often the indicator for future chronic illness. Now that you know your health numbers, if three or more of the results are not in the healthy range, you may have metabolic syndrome. It is usually reversible with lifestyle improvements.

**STRETCH BREAK:** Two hours of sitting at a time reduces the positive effects of exercise. Practice the stretches on page 13 as often as you can during the day.

**IMAGINE A HEALTHY YOU:** Take a moment to close your eyes and breathe deeply. As you start to relax, imagine yourself as a healthy. How do you feel physically? Mentally? Emotionally? Write down your answers on the worksheet on page 12.

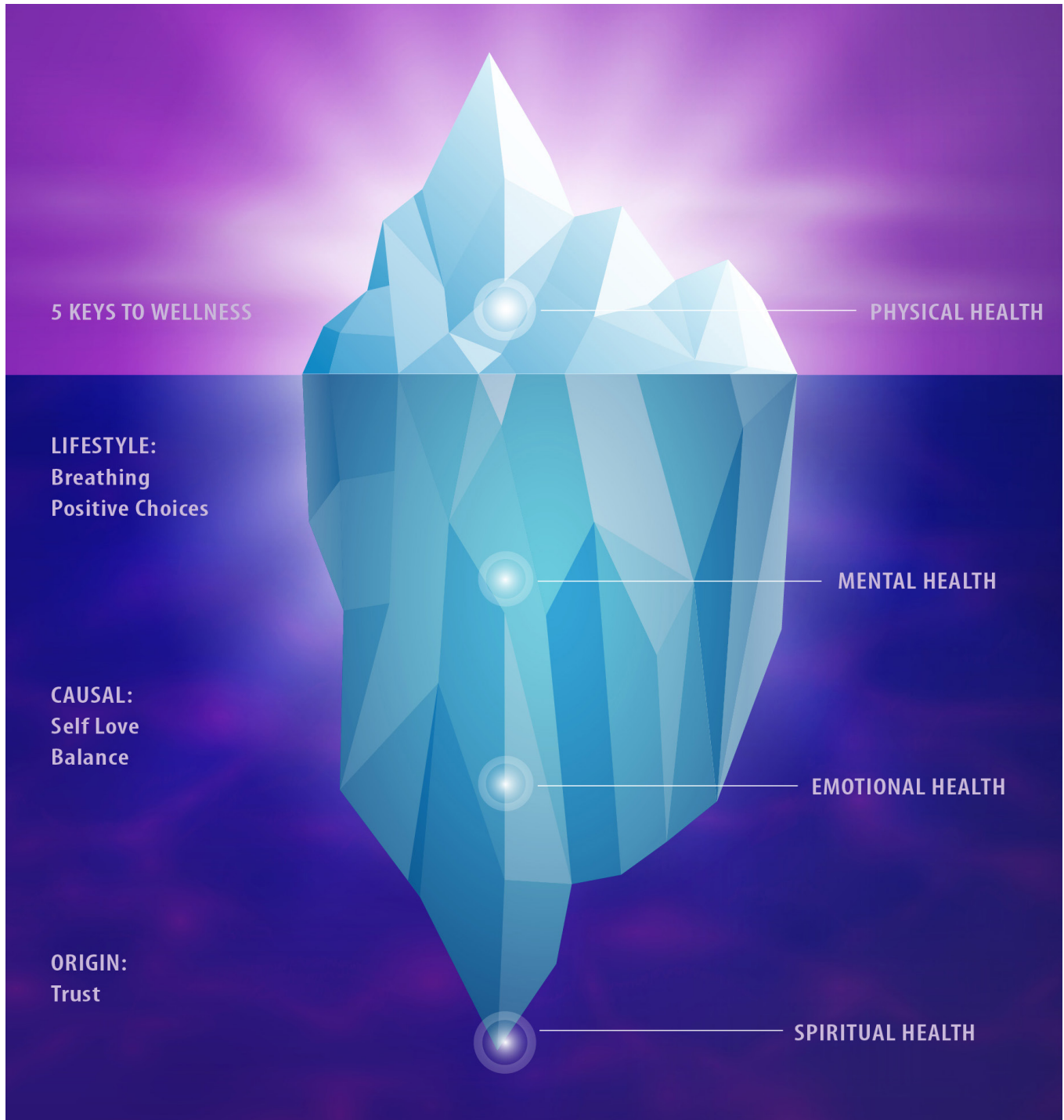
**BREATHING EXERCISES:** Your first health practice is diaphragmatic breathing. Follow the worksheet instructions and practice this type of breathing for at least 10 minutes. Notice the changes in your body. It is physically impossible to be stressed while you are deep breathing.

**HEALTHY HABIT GOAL SETTING:** Using the image of a healthy you, your health assessment at all four levels, your health numbers and the information from the iceberg - it is now time to create at least three wellness goals. It is best to find a “wellness buddy” with whom to share your goals for the next 12 weeks. Use the worksheet on page 16.



# Wellness University: Touchstone

**State of Health Iceberg:** An iceberg is used to illustrate the idea that most of what determines our health is below the surface and shows the levels of self-healing potential and illness contributors.





# Worksheet: Levels of Health Assessment

*Are you healthy? We can look at our health in four Levels.* Did you know that you are an active part of your own health? Your health reflects what you think, say, feel, believe, and do each day. This health assessment increases your understanding of how you create your health and gives you a system to live well. Simply answer the questions, tally up the scores.

**DIRECTIONS:** Circle the answer that best fits. *Answers in the "1" column are one point, "2" column are two points, "3" column are three points and "4" column are four points.*

## GENERAL HEALTH

- How many times a year do I get sick?
- Does my body feel good and free of physical symptoms and pain?
- How much medication and/or mood altering substances do I take per week?
- Do I have consistent energy throughout the day?
- Do I wake up excited about my day?

## PHYSICAL HEALTH

- Do I feel flexible and strong?
- Do I maintain a healthy weight?
- Do I feel good & have energy after I eat?
- Do I drink plenty of water (average 8 – 8oz cups)?
- Do I listen to the signals from my body?

## MENTAL HEALTH

- Do I like and accept myself ?
- Are my thoughts and words generally positive?
- Do I stress/worry about the past or future?
- Do I tend to dwell on what others think (of me)?
- Do I take time to sit in nature and quiet my mind?

## EMOTIONAL HEALTH

- When emotions arise am I able to constructively express them?
- Do I feel comfortable being myself around others?
- Do I over-react to situations that challenge me?
- Am I able to address stress when I feel it?
- Do I feel a deep sense of happiness and joy?

## SPIRITUAL HEALTH

- Do I believe that we all create our health?
- Do I generally feel life is good?
- Do I feel grateful for what life brings?
- Do I see mistakes or challenges as learning opportunities?
- Do I feel a deep sense of connection and purpose in my life?

1	2	3	4
6+	4-5	3-4	1-2
no	at times	usually	yes
5+	3-4	1-2	0-1
no	at times	usually	yes
no	at times	usually	yes
<b>TOTAL POINTS</b> _____/20			
no	at times	usually	yes
no	at times	usually	yes
no	at times	usually	yes
no	at times	usually	yes
<b>TOTAL POINTS</b> _____/20			
no	at times	usually	yes
no	at times	usually	yes
yes	usually	at times	no
yes	usually	at times	no
no	at times	usually	yes
<b>TOTAL POINTS</b> _____/20			
no	at times	usually	yes
no	at times	usually	yes
yes	usually	at times	no
no	at times	usually	yes
no	at times	usually	yes
<b>TOTAL POINTS</b> _____/20			
no	at times	usually	yes
no	at times	usually	yes
no	at times	usually	yes
no	at times	usually	yes
<b>TOTAL POINTS</b> _____/20			





## Worksheet: Do You Know Your Health Numbers?

You are the most important person in the management of your health. In order to maintain or improve your health, it is important to know your health numbers to see if there are opportunities to become more healthy. We suggest you take these measurements and your physician can help you get your other important health numbers.

IDEAL	ACTUAL
<p><b>RESTING HEART RATE</b>            Goal: men 70-75 (average); women 70-80 (average)  <i>Note: athletic persons will have a lower resting heart rate.</i></p>	
<p><b>WAIST CIRCUMFERENCE</b>            Goal: men less than 40"; women less than 35"</p>	
<p><b>BLOOD GLUCOSE</b>            Goal: fasting 75-115mg/dl            Goal: Hemoglobin A1c below 5.7% 5.7-6.4% = prediabetes            &gt;6.5% = diabetes</p>	
<p><b>CHOLESTEROL</b>            Goal: total cholesterol less than 200            HDL above 40            LDL less than 100            Triglycerides less than 150</p>	
<p><b>BLOOD PRESSURE</b>            Goal: less than 120/80</p>	
<p><b>CARDIAC RISK RATIO</b>            Predictor of cardiac risk (heart attack, heart disease, stroke).            Divide your Total Cholesterol by your HDL. AHA recommends keeping below 5. Optimal is 3.5 or less</p>	
<p><b>TG/HDL Ratio</b>            Strong Independent Predictor of coronary artery disease.            Divide your Triglycerides by your HDL. Optimal ratio is less than 2. Over 4 is high risk.</p>	

**WHAT IS METABOLIC SYNDROME?** This pattern, sometimes called syndrome X, is a collection of conditions that when taken together dramatically increases the risk of heart disease, stroke and diabetes. A diagnosis of metabolic syndrome is made if a person is above the risk factors for waist circumference, fasting blood glucose, triglycerides, blood pressure and HDL Cholesterol.

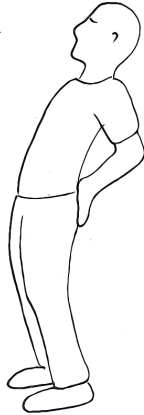
# Wellness Card: Stretch Break



*A short set of stretches to add to your workday. In huddles or at the top of every 2 hours.*

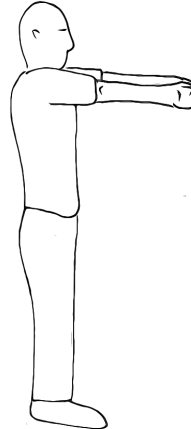
## Lower Back

3-5 breaths  
1-3x



## Mid Back

3-5 breaths  
1-3x



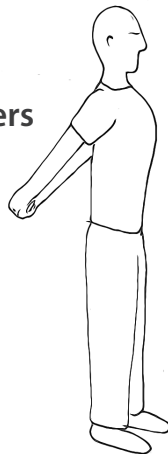
## Side Stretch

3-5 breaths  
each side



## Chest & Shoulders

3-5 breaths  
1-3x



## Neck

3-5 breaths  
each side



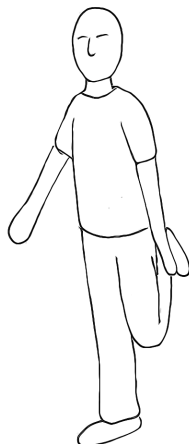
## Shoulders

3-5 breaths  
each side



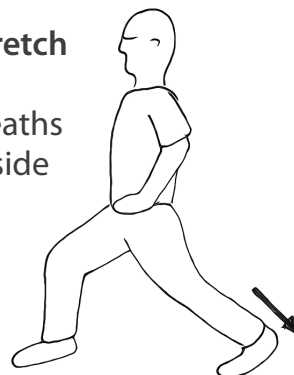
## Quadriceps

3-5 breaths  
each side



## Calf Stretch

3-5 breaths  
each side



## Hamstrings

3-5 breaths  
each side



# Worksheet: Imagine A Healthy You

## ENVISIONING ONE'S HEALTHY SELF:

1. What does health look like to you? Imagine yourself "healthy." What are you doing? Where are you? Who are you with? What do you feel like? What is different about now and what is the same?

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2. Why make these changes? Aside from the "shoulds," what internal motivation can you find for making changes. What's in it for you?

*Example answer – I want to be able to run with my daughter, or I want to be here to see my grand-kids, or I want to be able to feel more energetic, etc.*

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3. How far off does that picture feel, if you were to make changes towards health? 5 years? 1 year? 6 months? Impossible? How can you make that picture more achievable for you?

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# Breathing Exercise: Diaphragmatic Breathing

## BELLY BREATHING FOR BALANCED BODY AND MIND

Did you know that proper breathing can have profound effects on our health and the homeostasis of the body/mind? When we activate our diaphragm with the breath we allow for optimal breathing and oxygen/carbon dioxide exchange. Most of our oxygen is absorbed on the exhale. If we have short exhales through the mouth the body doesn't have a chance to absorb enough oxygen. This can lead to an imbalance in our bodies pH which in turn leads to an inflammation response in the tissues and cells inhibiting their optimal functions. As we practice breathing let's focus on slowing the breath down.



*To get the diaphragm moving with our breath it is a good idea to sit in a comfortable position with the spine tall and shoulders relaxed. If possible breathe in & out through the nose. If mouth breathing is all you can do at this point, try pursing your lips a little to slow the breath down.  
Now we will try belly breathing.*

### Step 1: Belly Breath



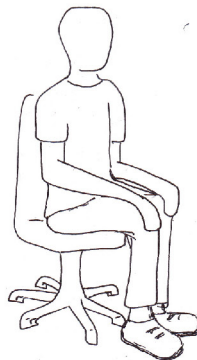
**Inhale** & imagine the belly inflating like a balloon.

**Exhale**, draw the navel in towards the spine making the belly "hollow"

It may seem challenging at first, but with a little practice will become second nature.

**Repeat 7-12x**

### Step 2: Balancing the Breath



**Inhale** & slowly count with the breath.

**Exhale**, for the same count as the Inhale. Eventually try to get all the way to a 10 count.

**OPTION:** as you get more relaxed with this practice, try holding the breath in, eventually for the same count as the IN & OUT. **Do Not Strain**

**Repeat 5-12x or 3 min**

### Step 3: Tense and Release



**Inhale**, tense all the muscles of the body and hold for a second **Exhale** through the mouth with a sigh and release all the tension in the body.

**Repeat 3-6x**



# Worksheet: Healthy Habits Start Today

**STAGES OF CHANGE** – changing habits is a process that usually contains these components:

1. Thinking – imagining what you might do.
2. Planning – strategizing as to how you will do it.
3. Doing – doing the new behavior.
4. Stopping – “falling off the wagon” or taking a break.
5. Restarting – jumping back into the new behavior

## WELLNESS GOALS #1

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## WELLNESS GOALS #2

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## WELLNESS GOALS #3

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**SAMPLE WELLNESS GOALS:** *I will spend at least 45 minutes outdoors, mostly exercising, each day. I will take a break each morning and afternoon and deep breathe for at least 5 minutes each day. I will spend at least 1 hour per week doing something I enjoy without interruption. I will practice yoga and guided imagery each morning. I will eat at least 4 nutrient rich, natural foods like vegetables each day. Track your progress on each goal using a calendar or journal.*

## HOMEWORK

1. Continue to visualize your “healthy self.”
2. Remember the areas you identified where you can improve – i.e., sleep, stress, diet, addictive habits, overdoing, exercise, self esteem, etc.
3. Ask yourself how motivated you are to add new healthy behaviors and remove unhealthy behaviors? If you are not very motivated, how can you become more motivated?
4. Check to see if you used the SMART goals model. Setting achievable goals and breaking the larger goals into small, measureable, achievable, realistic, timed steps will lead to more successes.
5. Identify a “buddy” that you travel through the 6 - 12 weeks with, AND then check in and hold each other accountable for reaching the goals (small successes), and “celebrate” together when you meet them.

# Class Two: SELF LOVE



**REVIEW:** Share your Wellness Goals with a partner and discuss the plan to track progress.

**SELF LOVE ASSESSMENT:** Take at least 10 minutes to complete the self love assessment questions. Do you accept yourself? Do you worry too much? Do you complain or speak negatively about yourself or others? Do you dwell on what others think? Are you self absorbed? Do you attract people? Self Love is typically high when you accept and respect yourself. Also, consider talking with your trusted companions about whether they think you demonstrate love for yourself.

**SECURE, HEALTHY PERSON:** There are five barriers to health that stem from your level of self love or neediness. A healthy person meets their own needs. Everyone has moments when they are feeling less secure in situations or in life. When you practice the secure behaviors and/or catch yourself and stop using the needy behaviors, you often begin reducing many barriers to your health and wellness. Complete the worksheet on page 17.

**A COMPLAINT FREE WORLD:** Watch the video by Will Bowen and wear the Complaint Free bracelet. Each time you complain or speak negatively, move the bracelet to the other arm. Learn to create healthy communication skills without negative energy and stick to the facts in a neutral way. You are creating your world by the thoughts you have and which are demonstrated by the words you speak.

**NAME YOUR INNER CRITIC:** We usually have a voice inside our minds that is critical and judgmental. We often find that our inner critic is talking. Take a moment to name your inner critic using the worksheet on p. 20. Then use the worksheet at the bottom of page 20 to improve self love.

**STRETCH BREAK:** Practice the stretches on page 11.

**FLIP YOUR THOUGHTS:** There are three major common worries: Health, Time and Money. In addition, as human beings, 80% of what we think about is negative or fear based. Now that you have named your inner critic and started to notice complaints, it is time to work on those negative thoughts. Keep a log of your negative thoughts for one day and then when you get a chance, hopefully that day, flip the thought to a positive statement. Practice flipping your negative thoughts to positive statements whenever you catch them using the worksheet on page 21.

**GUIDED IMAGERY:** Using your imagination is simple. If you are not in a class, start by sitting still and taking five to ten deep diaphragmatic breaths. Now picture a place that you enjoy. Look around you, what do you see? What do you hear? How do you feel? Stay in this place for at least 5 minutes. Revisit this place often. See the visual on page 22.

**JOURNAL:** Self love is a HEAVY topic and is very personal. When you think of those people that you admire in life, they usually have a healthy level of self love. Take some time to write or journal about this topic of self love over the next ten weeks.

# Worksheet: Self Love Assessment

The first key to wellness is self love. Self love generally means that you are secure with yourself, you think positively and the words you say are generally supportive and compassionate.

1) What do you like about yourself?

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2) What are you not happy with about yourself?

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3) What traits do you admire or like in others?

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4) Do you possess many of the traits you admire in others?

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5) What is your biggest worry during the day?

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6) Do you catch those thoughts or worries and are you able to turn them off?

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7) Do you feel secure and accept yourself most of the time? If the answer is not very affirmative, why?

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8) Do you hear yourself communicating and find that you complain often or talk about what is wrong more than what is going well?

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9) Do people generally enjoy and seek out your company and do you have positive relationships?

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10) Are you compassionate and supportive of others or is it all about you?

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## Worksheet: Secure, Healthy Person

Self love means you have self awareness, self acknowledgement and self acceptance. As you can see below, there are five typical needy behaviors and five secure behaviors that lead us to being a more healthy person. Take a look at each statement that reflects the needy behavior. Check the box if you have found yourself displaying this behavior. Now, move to the secure behavior and consider how you would replace the needy with a secure behavior.

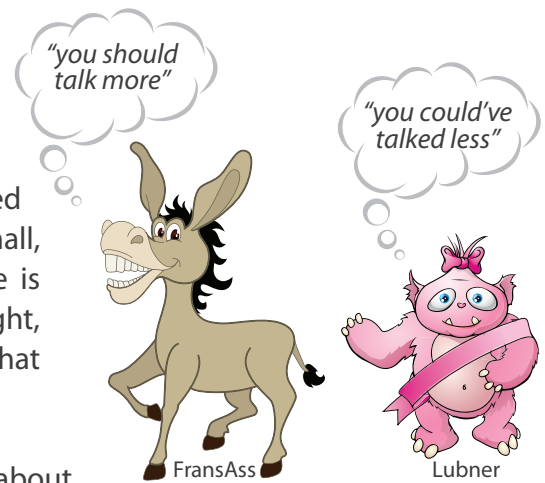
### NEEDY

### SECURE

- |                          |   |   |   |  |
|--------------------------|---|---|---|--|
| <input type="checkbox"/> | <b>Child</b><br>"Take care of me"<br>"It's not fair"  | ← | → | <b>Adult</b><br>"I can handle this"<br>"This is a new opportunity to learn"  |
| <input type="checkbox"/> | <b>Saboteur</b><br>"I never get what I want"<br>"It's too hard"   | ← | → | <b>Risk Taker</b><br>"I may not succeed, but I'm always willing to try"<br>"I'm going to follow through because it is important"                     |
| <input type="checkbox"/> | <b>Sell-out</b><br>"Tell me I'm okay"<br>"I don't really know my value"   | ← | → | <b>Owner</b><br>"I am independent of the opinion of others"<br>"I take pride in my work and credit for my actions"                                   |
| <input type="checkbox"/> | <b>Martyr</b><br>"I have to do everything"<br>"If I don't do it, no one will"   | ← | → | <b>Teacher</b><br>"I can rely on and teach others"<br>"I can ask for help and hold others accountable"   |
| <input type="checkbox"/> | <b>Victim</b><br>"I don't like being uncomfortable"<br>"I'm just trying to get by each day"<br>"I worry about the future" | ← | → | <b>Leader</b><br>"I am comfortable with life as it changes"<br>"My life and lifestyle is direct reflection of me"<br>"I am excited about the future" |

## SELF LOVE: Name Your Inner Critic

The Inner Critic is that voice in your head that can be counted on to contribute negativity to our lives and promote feeling small, inadequate, unworthy and just plain miserable. Its language is that of criticism and limitations and uses words like should, ought, need, have to, can't and often is the judge and jury regarding what we do and don't deserve in life.



The Inner Critic evolves out of the stories people have told you about yourself from a very early age and have been reinforced over time by how you interpret your experiences in life. The stories, all fear based, are diverse and include every topic such as how to view life, relationships, money, success, your role in life, your destiny and so on. The power in the Inner Critic is that it resides in our subconscious mind and automatically reacts to the world we are experiencing. Because we spend a great deal of time in automatic thinking, we are no longer really conscious of how many of our decisions are being made by the Inner Critic.

### TAKE THE STEPS TO TAMING YOUR INNER CRITIC

**Step #1:** Awareness is key! The voice of the Inner Critic is NOT YOU. It is speaking someone else's story; and it really doesn't matter whose story – just become aware that this is someone else's stuff.

**Step #2:** Start by giving your Inner Critic a name; make it up and make it funny, not negative. *For example:* FransAss inspired by Mr. Ed and Francis the Talking Mule or... The reason we give it a name is because it helps separate it from ourselves so we can learn to deal with it. You can create a fantastical image of it, perhaps in a tuxedo, or make it a big hairy beast in a ballerina costume. The point is to turn something that is a tyrant into something funny and less powerful.

**Step# 3:** Whenever it shows up, acknowledge it and its story by name and take a deep breath, perhaps laugh. That will give you the time to consciously decide how you want to respond.

*Note: The easiest way to tame your inner critic is to address the language it uses first.*

**LET'S PLAY:** Write down something you "have to" do today. Notice how you feel as you repeat it to yourself. Hear and acknowledge your Inner Critic in the "have to"; what's the story and how would you typically respond mentally, emotionally, physically and spiritually to the "have to." Now use your Inner Critic's new name, take a deep breath and re-write the "have to" into a "want to" and write the new response.

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# Flipping Your Thoughts

The practice of flipping your thoughts can have a profound impact on your health and well-being. Each person may experience it differently as they learn more about their own thought patterns and behaviors.

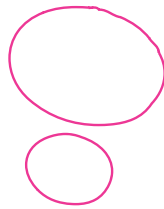
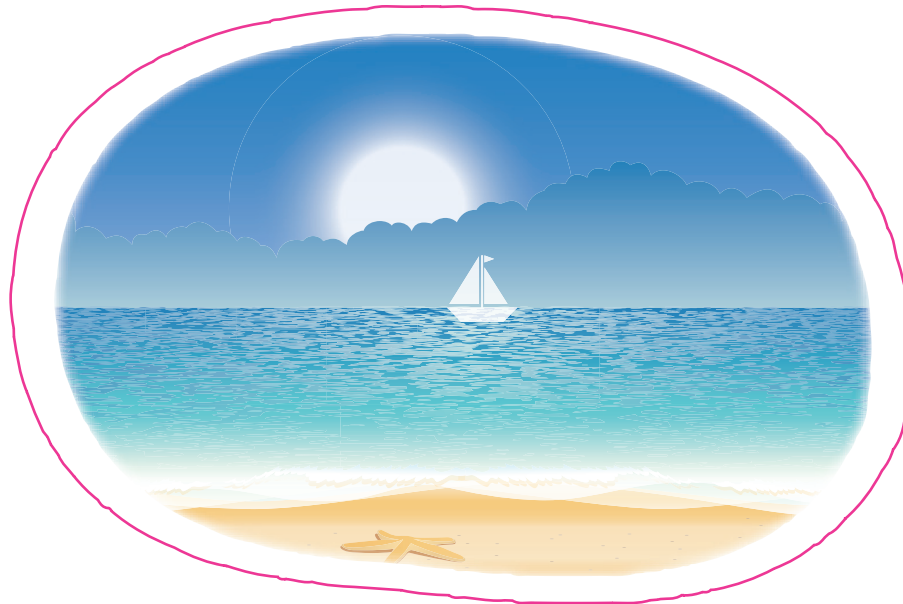
## AFFIRMING THE POSITIVE

Perhaps the simplest way to begin changing your thoughts is through positive affirmation. This practice will also build mental focus and prepare you for further techniques. To begin write down some of the negative thoughts that are with you. Find the positive counterpart and word it in present tense, i.e. "I am..." rather than "I will be..."

## Worksheet: Flip Your Thoughts

NEGATIVE THOUGHTS	POSITIVE FLIP
<i>I never have enough time to get things done.</i>	<i>I am able to accomplish all that I need to get done!</i>

## Guided Imagery



*Breathe Deeply*

Imagine a place you enjoy. What do you see? What do you smell? What do you hear? How do you feel? Keep imagining this place for about 5-10 minutes while breathing deeply.



# Class Three: BREATHING



**REVIEW:** You have completed the “See One” or awareness section of the course and are now moving into the “Do One” or action part of the course. What happened when you practiced being complaint free, named your inner critic, flipped your thoughts and noticed if you were engaging in more needy behaviors? Also check in on your wellness goals and be truthful about your progress.

**BREATHING ASSESSMENT:** Take the assessment. Notice how you answer the first six questions versus the last six questions. Are you highly or moderately stressed? Is your body giving you feedback about your stress levels and are you listening?

**WHY IS IT IMPORTANT TO BREATHE PROPERLY?** There are three reasons to practice diaphragmatic breathing. 1) It’s free. 2) It’s physiologically impossible to be in a stressed state during calm deep breathing. 3) It can take as little as 3 minutes and gives you up to an hour of physiological relaxation. We use deep breathing to jump the track from the “fight or flight” state of the sympathetic nervous system to a “calm, productive or relaxed” state of the parasympathetic nervous system.

**STRESS RESPONSE:** Stress is normal. It is your reaction or response to stress or perceived threats that determines your health. Review the behaviors and now think of how you have reacted to stressors within the past week or month. Which behaviors did you display? Partner up with someone in class to discuss how you react to stress and how you can become more stress responsive.

**BREATHING PRACTICE- RELEASE THE STRESS:** Practice the power of a good exhale demonstrated on the worksheets. Try to breathe only through your nose because it improves your health and helps you connect your mind with your body. You may feel uncomfortable with closing your eyes, but this is the fastest way to become present and aware of yourself. Notice how any feelings such as anxiousness, being vulnerable or out of control start to disappear with the practice of deep breathing.

**BREATHING PRACTICE-MENTAL CLARITY & MOTIVATION:** Practice the three part breath demonstrated on the worksheets.

**BENEFITS OF NOSE BREATHING:** Read the worksheet on why it is important to breathe through your nose. Practice ten breaths through the nose (page 29), if you can.

**PRACTICE!:** When we are chronically stressed we tend to be tense and highly reactive to events around us. This physical state corresponds to a brain-wave state call beta state. When we are in beta state, our minds are always in the thinking and doing mode and are more stress reactive. Breathing will move you from the beta state to the alpha state. In alpha state, your mind and body begin to work as a team. You are much more productive and have more energy in alpha state. You feel more connected and your mind is more clear. Practice the breathing exercises and feel the alpha state over the next few weeks..

## Worksheet: Breathing Assessment

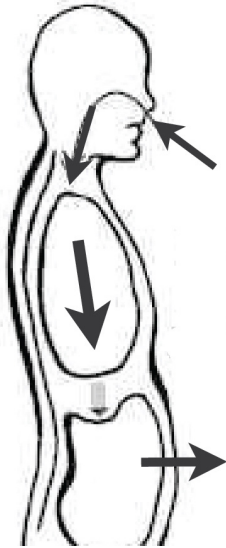
It is physically impossible to be stressed while deep breathing. Stress causes dis-ease and our feelings/emotions are usually the cause of stress. Breathing deeply is a no cost, easy way to reduce stress and that is why breathing is a key to wellness. Your body is a feedback mechanism that tells you whether or not you are breathing well.

*(Circle one)*

- 1) Do you often feel stressed throughout the day? *usually / sometimes / rarely / never*
- 2) Do you bump into things and/or forget what you are doing often? *usually / sometimes / rarely / never*
- 3) Do you have shoulder, neck or back pain often? *usually / sometimes / rarely / never*
- 4) Do you often have trouble with your digestion? *usually / sometimes / rarely / never*
- 5) Does your chest ever hurt or do you notice your heart beating too fast? *usually / sometimes / rarely / never*
- 6) Does your body creak or crunch when you stretch and move? *usually / sometimes / rarely / never*
- 7) Does your body feel good when you wake up in the morning? *usually / sometimes / rarely / never*
- 8) Can you relax and turn off your mind easily? *usually / sometimes / rarely / never*
- 9) Do you smile often and easily? *usually / sometimes / rarely / never*
- 10) Do you often go outside and/or walk around during the day? *usually / sometimes / rarely / never*
- 11) Do you express your feelings? *usually / sometimes / rarely / never*
- 12) Do you deep breathe often and easily? *usually / sometimes / rarely / never*

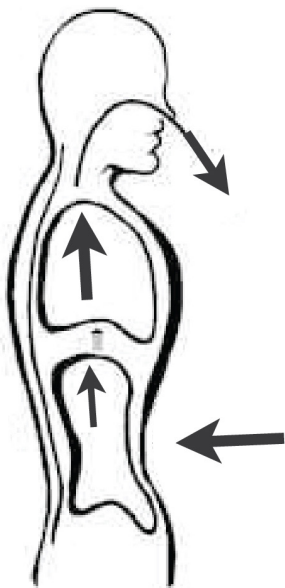
# Breathing: Why is it So Important to Breathe Properly?

Imagine your Central Nervous System is like a train station. Your stress level decides which track your train will take. If you are in a high stressed state, your train is on a dangerous track. When you deep breathe and lower your stress, the train is on the calm and productive track. When you feel the train in danger, you can simply and easily jump the track by deep breathing.



## BREATHE IN

Breathe in through nose.  
Diaphragm lowers, lungs fill,  
and belly moves out slightly.



## BREATHE OUT

Breathe out through nose.  
Belly draws in, lifting  
diaphragm, releases  
stagnant air.

## CENTRAL (Nervous System) STATION



**Sympathetic  
Nervous System**  
Fight or Flight



**Parasympathetic  
Nervous System**  
Rest and Rejuvenate

### BENEFITS OF PROPER BREATHING:

- It increases the oxygen to the cells for more energy
- Lower parts of the lungs are much more productive in oxygen transport
- Diaphragmatic breathing increases lymphatic drainage of lymph nodes
- Lowers or stabilizes blood pressure
- Reduces stress which benefits the immune system and disease risk
- It only takes 3 minutes and gives you up to an hour of physiological relaxation

# Worksheet: How Do You Manage Your Stress?

Whenever change occurs or we are asked to move out of our comfort zone, we experience stress. The level of stress depends on our perception of the threat and our ability to manage it. What is your habit? Are you Stress Responsive or Stress Reactive?

1. Write down some typical behaviors you might see in others or yourself that indicate that they are coming from a place of stress reactivity:

---



---

2. Now write down some behaviors that indicate that a person is behaving in a stress responsive manner:

---



---

Did the list contain any of the behaviors in the table below?

STRESS REACTIVE	STRESS RESPONSIVE
<i>Impatience</i>	<i>Patience</i>
<i>Habitual knee-jerk responses that create more problems than solutions</i>	<i>Effective and creative problem and conflict resolution</i>
<i>The constant need to be doing something in order to feel of value</i>	<i>Ability to engage in doing nothing, just being and finding value in being rather than doing</i>
<i>Lack of trust, negative competition</i>	<i>Trust and collaboration</i>
<i>Non-acceptance of self and others, judgment</i>	<i>Healthy personal boundaries and self and other acceptance</i>
<i>Negativity, victimization and self-abandonment</i>	<i>Positive thinking, personal empowerment, and self-care</i>

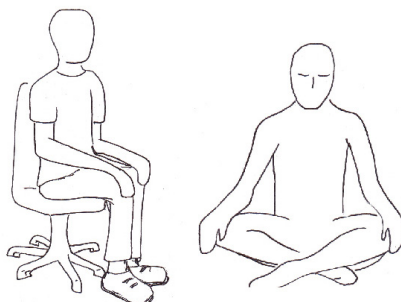
Remember that the key to moving from reactive to responsive is the breath!



# Breathing Exercise: Release the Stress

## THE EXHALE IS THE FOCUS OF THIS STRESS RELEASING BREATH

Did you know that proper breathing can have profound effects on our health and the homeostasis of the body/mind? When we activate our diaphragm with the breath we allow for optimal breathing and oxygen/carbon dioxide exchange. Most of our oxygen is absorbed on the exhale. If we have short exhales through the mouth the body doesn't have a chance to absorb enough oxygen. This can lead to an imbalance in our bodies pH which in turn leads to an inflammation response in the tissues and cells inhibiting their optimal functions. As we practice breathing let's focus on slowing the breath down.



### Step 1: Belly Breath



**Inhale** & imagine the belly inflating like a balloon.

**Exhale**, draw the navel in towards the spine making the belly "hollow"

**Repeat 3-5x**

### Step 2: Notice the Space

Continue a gentle belly breath and begin to notice the space between the breaths. Notice the slight pause at the top of the **IN** breath and the empty space at the Bottom of the **OUT** breath. It is important to not strain at any part of the breath. Be a passive observer of the experiences that exist at each part of the breath and release yourself into its natural rhythm & flow.

**Repeat 3-5x**

### Step 3: Double Length Exhale



**5-5-10 Inhale**, for an easy count of 5.

**Hold for 2-5 counts**

**Exhale\*** for a slow count of 10.

**Repeat 5-12x**

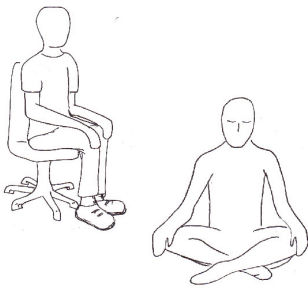
*\*OPTION: after the Exhale notice the stillness without breath. Allow the Inhale to come in on its own (don't try to breathe or hold out the breath) and then begin the counting once again. This can help take you deeper into a relaxed peaceful state.*

# Breathing Exercise: Mental Clarity and Motivation

## A 3-PART BREATH TECHNIQUE TO IMPROVE MENTAL CLARITY & MOTIVATION

Begin by sitting comfortably in a chair or on a cushion on the floor. Good alignment of the body allows for optimum breath with less effort. Practice each breath IN & OUT through the NOSE if possible. If possible sit away from the back of the chair, feet flat on the floor, spine tall, shoulder blades draw together, chest open, shoulders relaxed, and the chin parallel to the ground. At first this posture may feel uncomfortable, but over time it will become more natural.

### Sitting with good alignment



In a chair or on a cushion on the floor.

### Step 1: Belly Breath

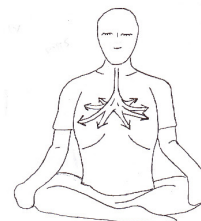


**Inhale** & imagine the belly inflating like a balloon.

**Exhale**, draw the navel in towards the spine making the belly "hollow".

**Repeat 3-5x**

### Step 2: Rib Breath



**Inhale** & feel the ribs expanding gently in all directions.

**Exhale**, draw the ribs toward center with slow control.

**Repeat 3-5x**

### Step 3: Chest Breath

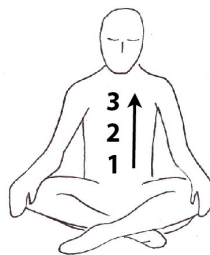


**Inhale** and allow the chest to rise and expand while keeping the shoulders relaxed.

**Exhale**, slowly release.

**Repeat 3-5x**

### Step 4: Bottom-to-Top 3-Part Breath

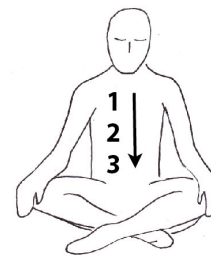


**Inhale** beginning at the belly, then the ribs, and finally the chest.

**Exhale** chest, then ribs, and finish with belly.

**Repeat 5-12x**

### Step 5: (optional) Top-to-Bottom 3-Part Breath



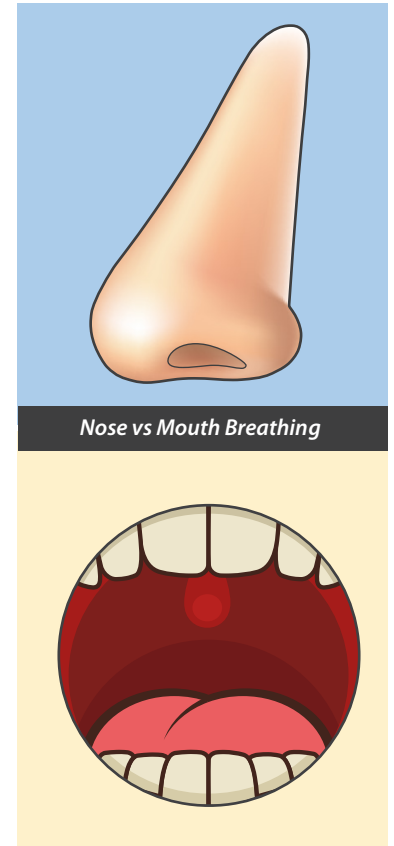
**Inhale** beginning at the chest, then the ribs, and finally the belly.

**Exhale** belly first, then ribs, and finish with chest.

# Breathing: Why is it Important to Breathe Through My Nose?

## BENEFITS OF NOSE BREATHING

- Afferent stimuli from the nerves that regulate breathing are located in the nasal passages. The inhaled air passing through the nasal mucosa carries the stimuli to the reflex nerves that control breathing.
- Lungs extract oxygen primarily on the exhale. Nostrils give back pressure for optimal absorption and maintain elasticity of lungs. Proper oxygen-carbon dioxide exchange maintains a balanced pH in the blood.
- The hypothalamus, which is responsible for many “automatic” functions of the body (such as heartbeat, blood pressure, thirst, appetite, circadian rhythms, memory, and emotions), directly extends into receptors in the nostrils.
- Each nostril is innervated by five cranial nerves from a different side of the brain. Each nostril functions independently and synergistically in filtering, warming, moisturizing, dehumidifying, and smelling the air.
- Nose breathing can reduce the risk of catching colds. The mucous membrane lining the nose extends all the way from the inner linings of the nostrils down the trachea to the bronchi that directly enter the lungs. Germs get caught and die in the mucous. The sinuses produce nitric oxide (NO) which is harmful to bacteria in small doses. NO is also a very important chemical part of sexual arousal.
- Nose breathing strengthens our sense of smell which is very important for enjoying life, for safety, and for social acceptance. Think of all the beautiful smells we enjoy with our nose. Smell influences our behavior, our memories, and many autonomic nervous system functions which are below the level of conscious awareness.
- Training yourself to nose breathe while awake can help the way you breathe while sleeping. During sleep, mouth breathing predisposes one to loud snoring and irregular breathing and can lead to a serious condition called sleep apnea and heart conditions.



*Nose vs Mouth Breathing*

## WHAT IF YOU NEED TO BREATHE THROUGH YOUR MOUTH?

- Keep your lips close together
- Breathe slowly, especially on the exhale
- Try touching the tip of your tongue to the hard palette behind the front teeth
- Imagine exhaling a thin straight line from the lips
- Notice if your jaw starts to droop and lips open further, then correct on exhale



# Class Four: POSITIVE CHOICES



**REVIEW:** Share your experience and how much you practiced deep breathing. Has it become a habit or will it become a healthy habit for you? Reflect on your ability to stay complaint free and if there are any particular situations or people that entice complaining. Share your progress on your wellness goals with a partner. Now that you've practiced the tools from self love, you are aware and become more secure. As you continue to practice the breathing, you become more calm.

**POSITIVE CHOICES ASSESSMENT:** Your health is dependent on the choices you make at every moment. We typically have the same choices each day. They are: People, Environment, Intake, Movement, Self Care and Sleep. See visual on page 31. When you make more choices that add to your health, or positive choices, you have more energy and your body usually feels good. When you engage in choices that subtract from or negatively impact your health, you lack energy and you may not feel well or suffer from symptoms of illness. While we all know this, becoming more aware of our choices and how they impact our lives will reduce any tendency toward denial and will often reverse symptoms of illness. Take the Positive Choices Assessment on page 32.

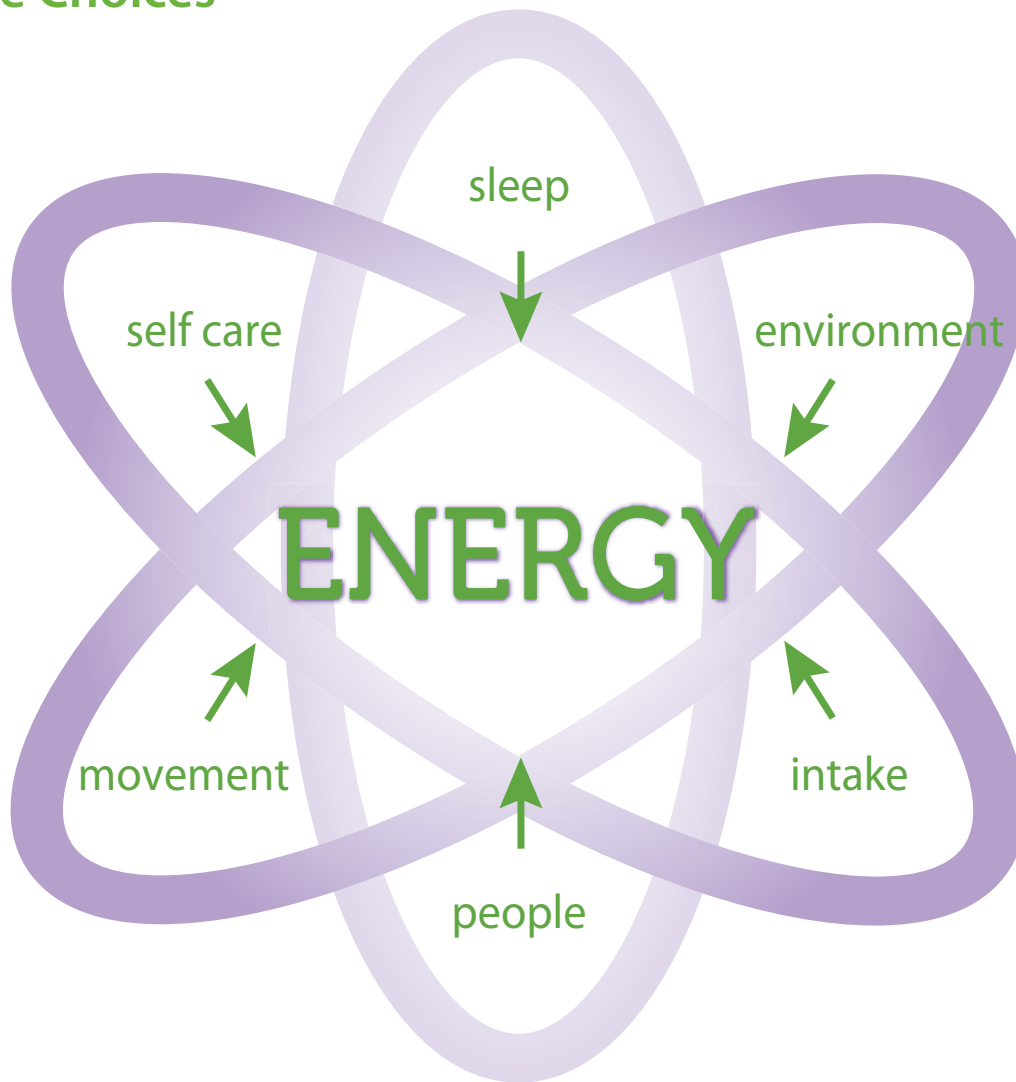
**NUTRITION:** We promote eating natural foods as much as possible and eat for energy. It is also important to eat only when you have stomach hunger and not emotional hunger. There are many foods that increase energy and we call them "green light foods." Start a food diary and consider adding some of the green light foods in the worksheets. If you have not tried these foods, try them. Review the handout "WHEN AND WHAT YOU EAT" and work on staying within the 3 – 7 range of the hunger/satiety scale. The main goal for nutrition or intake is to practice listening to your hunger and body and fueling it for energy.

**CONSCIOUS EATING:** Take a small piece of a fruit or vegetable. Hold it in your hand. Take a deep breath. Smell it. Look at it. Consider if it is healthy for you. Then put it in your mouth and slowly chew. Enjoy every moment of the experience. Swallow it and let that one bite satisfy you before taking another. Practice this as you eat your meal. This is also called contemplation.

**SLEEP:** Your sleep is the most important choice you can make for your health. The average adult needs 7 – 9 hours of good sleep each day. You usually have at least three 90 minute sleep cycles each evening whereby your sleep rejuvenates you and helps you maintain good health. It is important to focus on your melatonin levels at nighttime and if you can, use a nightly sleep ritual (see page 34 for examples). We also suggest you spend at least 20 minutes during the day not in the "beta" (productive state) and cultivate a practice of rejuvenating during the day so that your sleep is not overly affected by your mind.

**YOU ARE YOUR ENVIRONMENT:** There are probably three environments you spend the most time in: your home, office and car. Environments can promote health and are a direct reflection of your current state of wellness. If you are surrounded by dullness and negativity, you may be depressed or in need of stimulation. If your environment is disorganized and cluttered, you may need to clean the clutter- both literally and emotionally. An environment that is always in order and organized may indicate a tendency to compulsiveness or being too externally focused. You may want to display some self compassion or healthy play. Try using the home healing environment test to check in and, if needed, make some positive changes to feel healthier.

## Positive Choices



**SLEEP** We spend a third of our life asleep, and when you choose to get a good night's sleep your energy is sustained throughout the day.

**ENVIRONMENT** Your environment can inspire you to relax and feel safe, happy and inspired or it can negatively affect your health.

**INTAKE** This includes anything you put in your body such as water, liquids, caffeine, alcohol and tobacco. Awareness and consciously intaking increases energy.

**PEOPLE** The people in your life have a huge impact on your health because their energy is often contagious.

**MOVEMENT** Choosing to be less sedentary along with exercise always increases energy.

**SELF CARE** Taking the time to care for those little things that help you feel good increases your energy.

# Worksheet: POSITIVE CHOICES ASSESSMENT



*“Using the analogy of a plant. Do my choices make me feel like I am a healthy plant that is green and growing. Or, do my choices make me feel like a less healthy plant that is brown and dying.” We typically have the same choices each day. They are: People, Environment, Intake, Movement, Self Care and Sleep.*

1) List the top 5-8 people you spend the most time with in your life. Put a plus sign next to the people that make you smile or feel positive and a negative sign next to those that do not.

_____	_____	_____
_____	_____	_____
_____	_____	_____

2) List the top 3-5 places you spend the most time and how many hours per day you are in that environment. Put a plus sign next to the places that make you feel positive and a negative sign next to those that do not.

_____	_____
_____	_____
_____	_____

3) How many servings of healthy foods or substances do you typically intake each day? \_\_\_\_\_

4) How many servings of unhealthy foods do you typically intake each day? \_\_\_\_\_

5) List the typical number of hours you move each day. \_\_\_\_\_

6) List the things you regularly do for self care each day. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

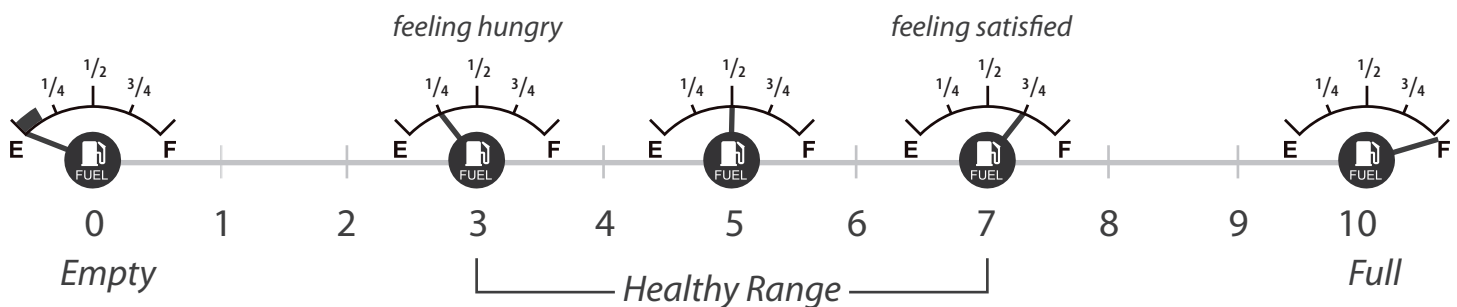
7) Write down the number of hours of sleep you typically get each day. \_\_\_\_\_

8) Do you go to bed around the same time each day? \_\_\_\_\_

## Worksheet: When and What You Eat

Your choices of what you eat and how often you fuel yourself determine your energy level. Start by listening to your body and determine your level of hunger or satiety. We want to avoid waiting to eat until you are completely empty or over-eating, so that you are completely full. For healthy digestion, we suggest fasting or at least 12 hours a day (usually at night); eating breakfast within 1-2 hours of waking up and eating a meal or snack every 3-4 hours or as your hunger guides you in that 12 hour eating period of the day. Try to reduce or avoid toxins such as alcohol, tobacco and caffeine for better health.

### HUNGER/SATIETY SCALE



MEAL =	PROTEINS	+ FATS	+ CARBOHYDRATES	+ NON-STARCHY VEGETABLES
<b>GREEN</b> <i>100% nutritious value</i>	Unsalted Nuts/Seeds Organic Poultry Grass Fed Beef Fish Plain Yogurt Cottage Cheese Egg Beans Tofu/Tempeh	Avocado Unsalted Nuts/Seeds Cold Water Fish Oils: Olive, Coconut or Grapeseed Flax (ground), Chia, Hemp Seeds	Fresh/Frozen Fruits 100% Whole Grains: Quinoa, Oats, Bulgur Unprocessed Starchy Vegetables: Corn, Potatoes	Fresh, Organic Vegetables; Eat in Season, Eat the Rainbow!
<b>YELLOW</b> <i>Some nutritious value</i>	Conventionally Raised Beef, Pork, or Poultry Salted Nuts/Seeds Sweetened Yogurt Cheese	Butter Lard Cream Cheese	Dried Fruit Fruit Juice Milk Processed Grains Honey Agave	Non-Organic Vegetables Frozen Vegetables
<b>RED</b> <i>No nutritious value</i>	Processed Meats (lunch meat, salami, bacon, sausage, etc.)	"Trans Fats" (Partially Hydrogenated Oils)	Canned Fruit Processed Snacks Baked Goods Processed Sugars	Canned Vegetables

# Worksheet: Healthy Rhythms

Creating a Healthy Rhythms practice will support your efforts in getting a good night's sleep. Sleep has many health benefits. It helps your learning and memory as well as reducing the risks for most chronic diseases and obesity. Most adults require 7-9 hours of sleep regardless of age. The myth that we need less sleep as we age may be based on the difficulty sleeping we experience due to medications, health conditions, and other reasons. Protecting your sleep as you age will give you more energy and better health.

## SETTING UP FOR SUCCESS - CHECK LIST

### BEDROOM

- \_\_\_ Clean, comfortable, and inviting bedding
- \_\_\_ Cool, dark, & quiet room
- \_\_\_ Room used for sleep & sex only
- \_\_\_ No electronics in bedroom
- \_\_\_ Avoid stimulating decorations
- \_\_\_ Use a pleasant alarm clock

### AVOID:

- \_\_\_ Eating late at night/spicy foods
- \_\_\_ Alcohol at night
- \_\_\_ Tobacco at night
- \_\_\_ Electronics & media 1-2 hrs before bed
- \_\_\_ Caffeine after noon
- \_\_\_ Excessive worrying about tomorrow

## CREATING HEALTHY RHYTHMS

Healthy sleep cycles are strongly influenced by the rhythms we keep during our waking hours. Sleep rejuvenates the body, primarily during deep sleep, and the mind, primarily during REM sleep. Over the course of one sleep cycle different brain wave patterns are dominant such as Beta, Alpha, Theta, and Delta. The length of the sleep cycle is around 90-100 minutes with each progressive cycle increasing REM sleep and decreasing deep sleep. Our waking BRAC, or Basic Rest and Activity Cycle, is the same length as our sleep cycle. Neuro-plasticity and the ability to illicit the Parasympathetic Nervous System or the 'Relaxation Response' while awake are important factors in healthy sleep. Below you will find 3 categories of practices to help you create a Healthy Sleep Rhythm.

## HEALTHY RHYTHM CATEGORIES

### WAKING UP WITH INTENTION

- 3 deep breaths while in bed
- Stretch 5 min. in or out of bed
- Self massage w/ almond oil
- Drink water with lemon
- Sit in silence and observe
- Sit in nature
- Meditation/affirmation/prayer
- Practice deep breathing

### WAKING RHYTHMS

- Practice deep breathing
- Listen to brain wave music
- Practice guided relaxation
- Take a Yoga, Qigong, Tai Chi or Feldenkrais Method® class
- Take a walk outside
- Meditation/affirmation/prayer
- Create some art or color

### PRE-SLEEP RITUAL

- Hot bath with lavender
- Foot massage with lavender oil
- Warm milk with cinnamon and spice
- Chamomile tea
- Gentle stretching & movement
- Meditation/affirmation/prayer
- Relaxing music
- Guided imagery or relaxation

# Worksheet: Home Healing Environment Assessment

*Your home environment is very important in the healing process and can enhance healing.*

## THERE ARE EIGHT ELEMENTS THAT MAKE UP A HEALING ENVIRONMENT

The home healing environment assessment tool allows you to easily create an ideal healing environment by checking for and enhancing the presence of these eight elements.

**Comfort:** Is there comfortable seating and is the room welcoming? **Color:** Does the room have soft, healing colors or colors that personally inspire healing? **Natural Light:** Does the room have natural light with the windows open enough for a view? **Nature:** Does the room have anything alive and/or reminders of nature? **Sound:** Is the room naturally quiet and/or does it include access to music that inspires healing? **Smell:** Does the room smell good? **Artwork:** Does the room have art or crafts that personally bring joy? **Low Clutter:** Is the room organized, tidy and easy to navigate?

SPACES	Comfort	Color	Natural Light	Nature	Sound	Smell	Artwork	Low Clutter	TOTAL
Bedroom(s)									
Living Room(s)									
Kitchen									
Bathroom(s)									
Outside									
Other									

**Take total and divide by the number of rooms to get your healing environment score**

SCALE: 4 = Element clearly present • 3 = Element present • 2 = Element accessible • 1 = Element not present

SCORE: 0-15 Add Healing Elements • 16-20 Easily Upgrades for Healing • 21-25 Good Environment for Healing • 26-32 Healing Environment is Ideal

# Class Five: BALANCE



**REVIEW:** Share your experience with conscious eating and if it made a difference in your eating habits. Check in to see how often you are practicing deep breathing. Are you still living complaint free? We are now completing the “do one” portion of the course and hopefully you will start teaching wellness over the next few weeks. Use the review worksheet with the 5 keys on one hand and the prompt questions below to practice checking in on how well you use 5 keys health improvement system each day.

**WORK/LIFE BALANCE:** Take a moment to read the lines under work and life in the balance symbol. Do you have work/life balance? When work or life are out of balance, we often find ourselves not doing anyone service. Do you bring 100% of yourself to work? Do you complete work and have the energy you need for life? What can you change to find more balance between the two?

**BALANCE PRESCRIPTION:** Balance is defined as the equal distribution of all factors. No one factor is given more time or attention than the others. You probably sleep, work, study, perform tasks, connect with others, move, rejuvenate and play throughout the week. But often we “over-do” or say “I don’t have time.” When you look at how you really spend your time each day, we often find we are wasting away many hours. Positive choices will enhance balance and will make you much more productive. There is usually enough time when you are living a balanced life. Write yourself a prescription for the next month to find more balance. *Example:* Wake up at 7 a.m. and start the day with deep breathing or guided imagery before starting the day. Take a walk outside at lunch and then sit on a bench for a few minutes. Make sure I do something I enjoy while at work. Do something that makes me smile before I go to bed.

**BALANCING FOR THE TRUE YOU:** The true you desires work, study, rest and play every day. These are the things you do. The only question is, are you doing what makes your heart sing? Are you overdoing one and skimping on the other? Complete the worksheet on page 40 by answering the questions in all four quadrants. How can you do all four true activities to become more balanced and healthy each day? Note: Work can be an avocation. Study is not doing the same things, but getting out of a rut by learning something new. Play is something that brings a smile to your face. Rest is not sleeping, it is rejuvenating.

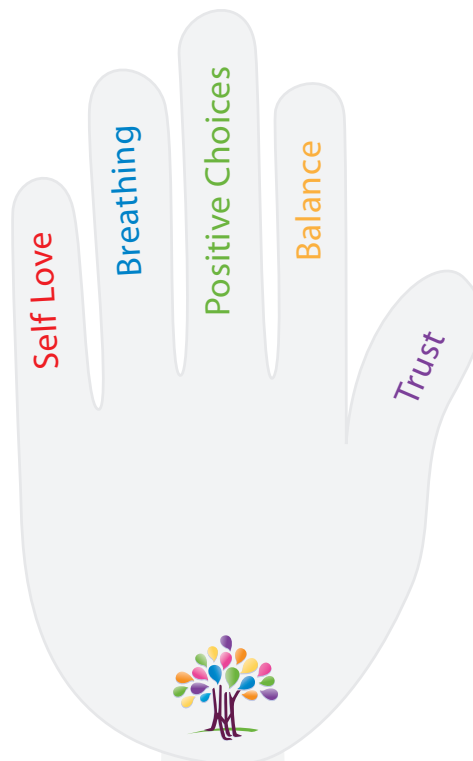
**YOU HAVE THE TIME:** Using the worksheet on page 41, look at your typical 24 hour day. There are six major ways you spend time – sleep, work, tasks, play, rest, movement. We typically sleep about 8 hours a day and you likely work or go to school 8 hours a day. That leaves 8 hours each day. We recommend you rest (doing something that rejuvenates you) at least 20 minutes a day, maybe at 10 minute intervals. This rejuvenation during the day will help you stay balanced, especially at work. A balanced person also moves at least 30 minutes a day. Finally, we recommend you play (doing something that makes you smile) at least once a week but it would be better to do something enjoyable as often as you can. This leaves you with about 4 – 7 hours per day and most likely you are spending this time on tasks or doing things that may throw you off balance. *Examples are paying attention to how much you are losing time using technology or noticing how much time you spend worrying about tasks.*

**STRENGTH & BALANCE:** Practice the physical exercises on the Wellness Card. Now try to teach these exercises or other stretches to the class.

**MEDITATION:** The easiest way to rejuvenate that we have found is meditation. This is the next step after breathing, guided imagery or contemplation. Meditation is a practice whereby you sit still and just breathe naturally. Do not attempt to empty your mind, just let everything go. If you have a thought, notice it and then let it go. Sometimes it helps to either count your breaths or focus on a word or two (mantra) to empty your mind. Do this for 5 – 15 minutes and you will be rejuvenated!



# Worksheet: Teaching the Five Keys to Wellness Health Improvement System

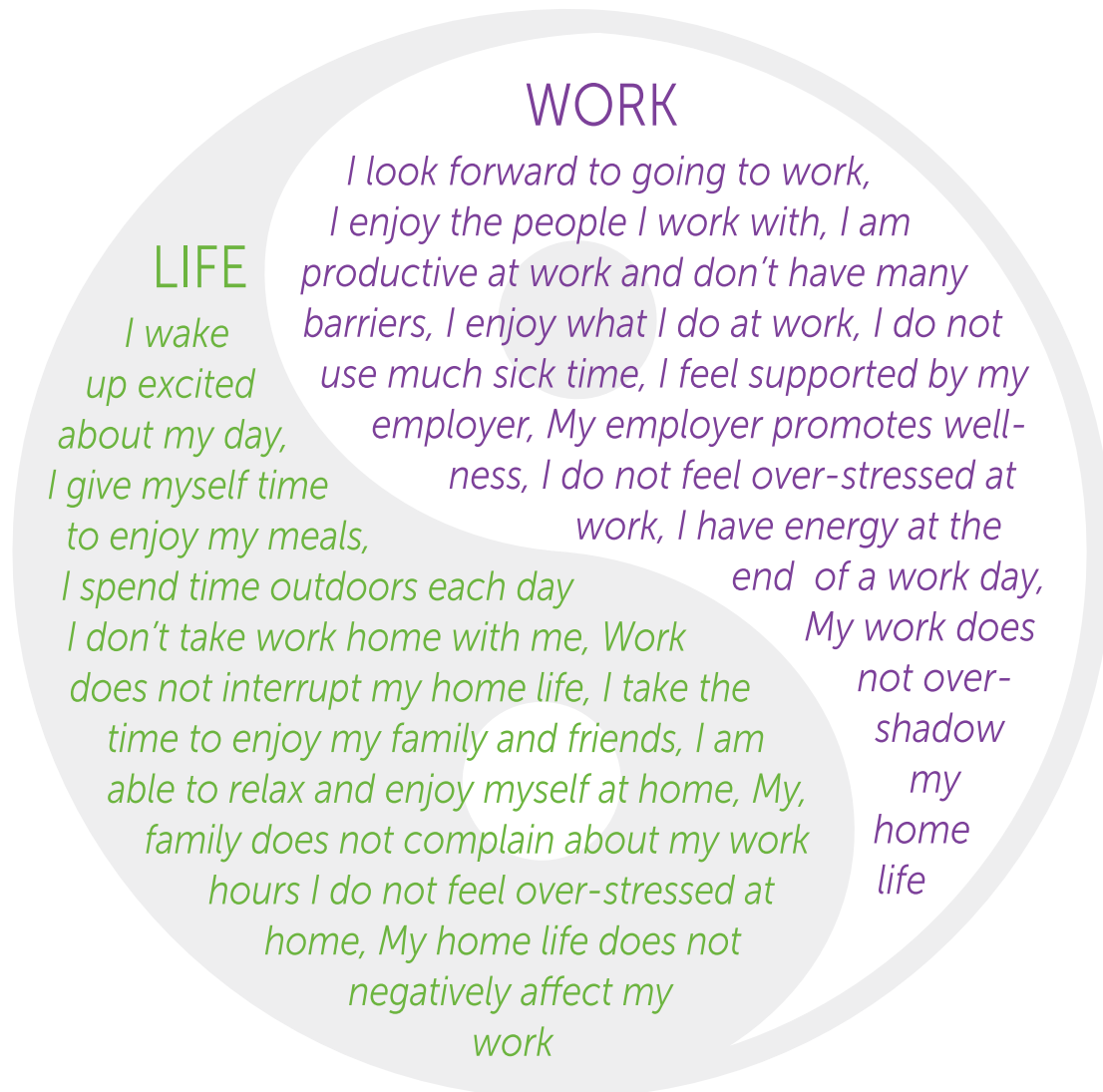


- General Health:** Did your body give you positive feedback today or did it hurt in some areas? Do you know your health numbers? Did you meet your wellness commitments? Did you reduce an unhealthy habit or add a healthy new one?
- Self Love:** Check in to see how you used your words. What were you thinking about? Did you complain much? Did you act like a child, martyr, saboteur, sell-out or victim? What did your inner critic say? Were you overly concerned about what others think? Were you enjoyable to be around?
- Breathing:** Did you notice excessive stress today? Did you start your day with some breathing, guided imagery and/or a positive intention? Can you teach some of the breaths such as the vowel breath, nostril breathing or the belly breaths? Were you able to be more present and notice your mind and body working better together?
- Positive Choices:** Did you develop a better sleep ritual? Did you drink a glass of water in the morning? Did you monitor when you eat and add more green light foods to your diet? Did you avoid the toxins such as caffeine, sugar, alcohol and tobacco? Did you move throughout the day? Who did you spend time with? Did you make your home, care or work environments more healthy?
- Balance:** Are you overdoing some things and not giving time to what maintains or enhances your health? Is your work rewarding and do you use your gifts at work? Are you in a rut and not trying new things? Are you doing things that make you smile often? Do you take time to rejuvenate during the day?
- Trust:** Do you have meaning in your life? Can you go with the flow and not take things personally? Do you focus too much on the past or the future? Did you find some difficulties had a purpose?



## Worksheet: Balance Self Assessment

A balanced, healthy working person is productive and happy at both home and work. They do not OVER-DO. A balanced person is generally happy and will take at least one day a week to relax and enjoy themselves while celebrating the week's accomplishments. Take a moment to read the statements under LIFE and WORK and assess whether or not they are in balance.



**NOTE:** We are often not balancing work with life well when we do not have healthy boundaries.

## Worksheet: Balance Prescription

The allopathic approach often includes a physician prescription to maintain health, manage a chronic illness or cure a disease. Most of us tend to follow the advice of our healthcare experts. The integrative approach is different because it is inclusive of the fact that you are the expert of your own health and healing. Take some time to prescribe a healthy balance and daily habits for yourself.

It is possible to measurably boost your body's own production of DHEA naturally. People who balance their lives will likely maintain a positive outlook which results in more DHEA and increase their levels of serotonin (the happy neurotransmitter.) By following this prescription, you will easily increase your happiness and your joyful life becomes more of a masterpiece that inspires everyone around you.

**SLEEP** (example: "Get consistent and regular sleep without waking up tired.") \_\_\_\_\_

---

**WORK** (example: "Wake up and connect with yourself before starting work, imagine a positive work day.") \_\_\_\_\_

---

**STUDY** (example: "Learn something new and don't do the same thing each day.") \_\_\_\_\_

---

**TASKS** (example: "Allow yourself one hour to complete as many tasks as needed and get organized do not get caught up in the tasks and lose balance.") \_\_\_\_\_

---

**CONNECTION** (example: Connect with family and friends in a healthy, loving way or join a class/group that shares your interest.") \_\_\_\_\_

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**MOVEMENT** (example: "Move your body, even if just through deep breathing and mild stretching to reduces stress oxygenate cells and boost mood-elevating substances in your bloodstream called endorphins at least twice a day.") \_\_\_\_\_

---

**REJUVENATION** (example: "Make a daily ritual of contemplation, from a walk outside to yoga to prayer, making space to focus on what is truly meaningful.") \_\_\_\_\_

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**PLAY** (example: "Play for at least a few hours a week having fun without guilt.") \_\_\_\_\_

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# Worksheet: Balancing For The True You

You know your truth and your true self is aware and begging you to pay attention to how you balance your life. Your life can be a masterpiece starting today. Answer the following questions and consider how much time you dedicate to the "true" you.

TRUE WORK	TRUE STUDY
Does my work bring me joy?	What new things have I done?
TRUE PLAY	TRUE REST
What makes me feel good?	What do I do that rejuvenates me?

Note: You started to create your health habits when you were about 10 years old. Go back to that time and remember what you loved to do. Do you still use those natural skills at work and play?

# Worksheet: You Have the Time

When you are living a relatively balanced life and not over-doing things, you will find you have more time to do what is important. Tasks or wasting time worrying about the tasks that need to be done will often throw us off balance. If you set aside a specific time and a limited number of hours for tasks each week and not worry about them any more, you will find you have more time to balance your day or week. You know you are out of balance when you feel less productive or tired too often. You are more balanced when you have energy throughout the day and night.

Use this chart to keep track of how much time you spend each day of the week doing the following:

---

<b>SLEEP</b>	_____ hours per week	<b>TASKS</b>	_____ hours per week
<b>WORK/SCHOOL</b>	_____ hours per week	<b>PLAY</b>	_____ hours per week
<b>MOVEMENT</b>	_____ hours per week	<b>STUDY/LEARN</b>	_____ hours per week
<b>REST</b>	_____ hours per week	<b>OTHER</b>	_____ hours per week

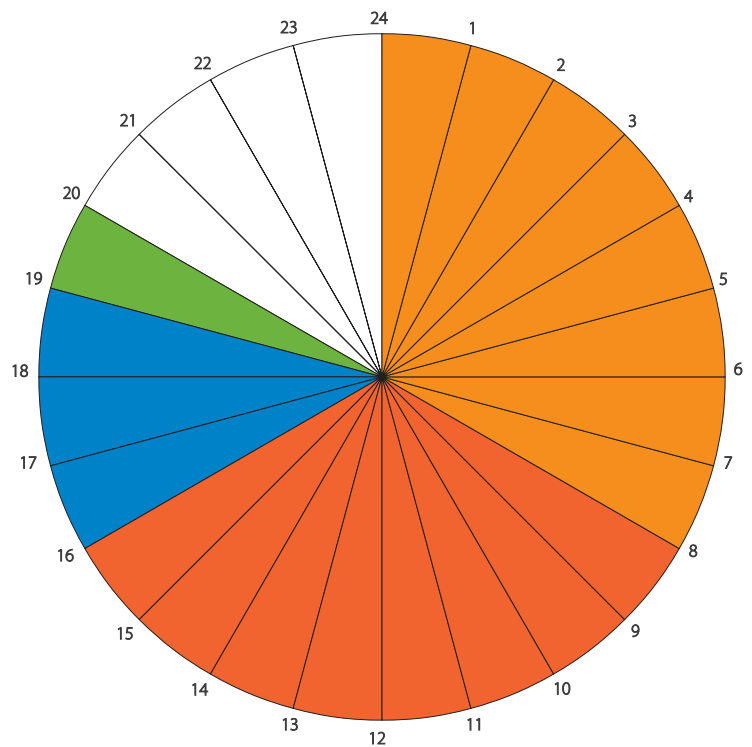
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**TOTAL = \_\_\_\_\_** hours per week /168 hours per week

### SAMPLE DAY:

Notice that even on a busy work or school day, we typically have at least 4 hours to play, study, rest or spend it on other things. YOU HAVE THE TIME to live in BALANCE!

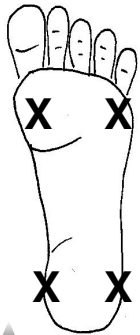
Sleep • Work/School • Tasks • Movement



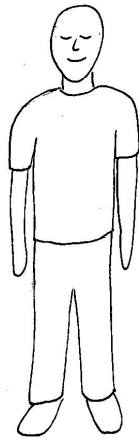
# Wellness Card: Strength & Balance



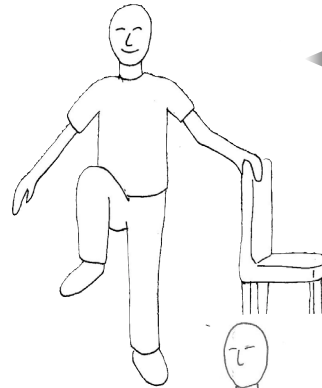
*A set of postures to increase balance awareness & strengthen stabilizer muscles*



**FOOT PRESSURE:**  
Think of your foot with 4 points of pressure: The inner ball of the foot, the outer ball, the inner edge of the heel and the outer edge. When you press through these points, relax the toes and lift the arches



**FINDING YOUR BALANCE:**  
Stand tall and relaxed. Feet hip width apart. Keeping the shoulders relaxed, notice the pressure in the feet. If you can close the eyes and feel the subtle sway forward and back, side to side. Explore how your body adjusts with the movement.

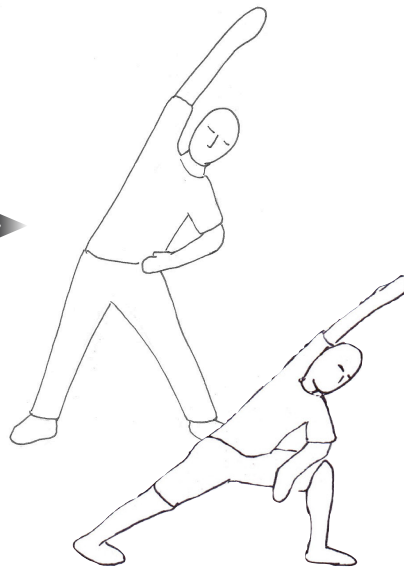


**ONE LEG BALANCE:**  
Now try balancing on one leg. Lift the other foot up eventually bringing your knee higher. Keep your eyes focused on a stationary point in front of you on the floor or wall. Start slow and notice the foot pressure of the standing leg. Use a support like a chair when necessary

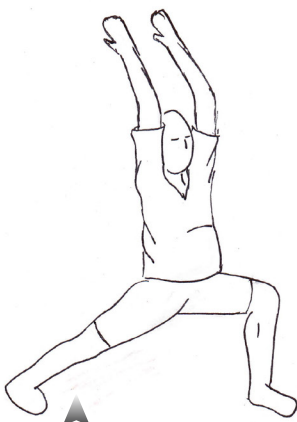


*One leg balance variation*

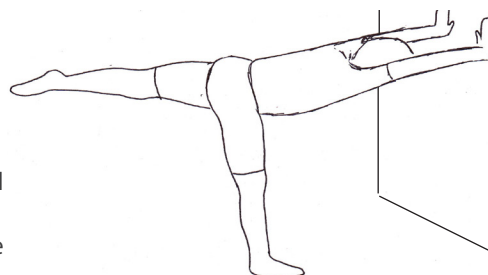
**SIDE STRETCH & SIDE ANGLE:**  
Start with a side stretch 3 breaths. Then take a lunge position with the legs and rest your forward arm on your front thigh. The feet pressing firm into the ground. 3-5 Breaths then repeat on other side



**TREE POSE:**  
Balance on right foot and lift your left foot to your inner leg. Place above or below knee. Arms can be overhead, out to side, in prayer position, or use support for balance 3-5 Breaths then repeat other side



**WARRIOR POSE:** Step your right foot forward into a lunge. Plant the back heel and turn back toes slightly forward so the hips can face forward. Relax tailbone down to open low back.



**DYNAMIC WARRIOR 3:**  
Place hands on the wall shoulder width apart. Walk your feet back so eventually the body is at a 90 degree angle. Inhale raise your right leg back. Exhale down. Left leg. 3-5x ea side. Strengthens the buttocks and back. Balance Challenge: hold your leg in place for 3-5 Breaths. Gradually bring hands off the wall.

# Wellness Card: "I AM" Meditation



## Affirming Your Inner Peace with this simple Meditation

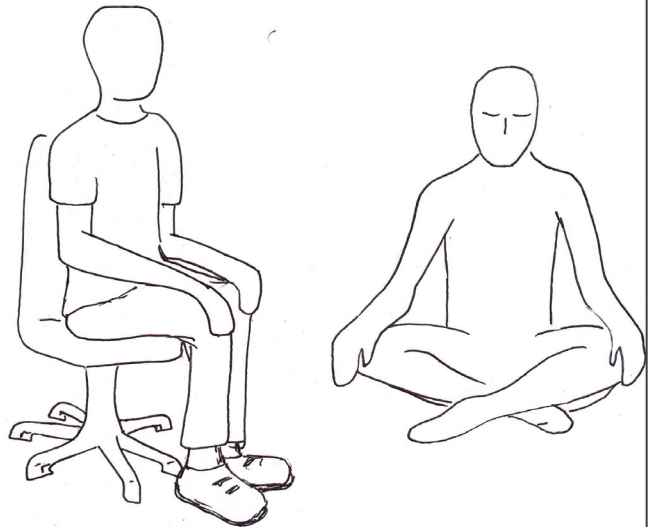
Many of us at some point in our lives have experienced a sense of clarity and peace...though it may have been only a brief moment. For some it may remain a concept that we've heard about yet haven't experienced. Meditation is a practice of concentration that helps us release stress and find our inner peace. Meditation is not a religious practice though many religions use some form of it. This simple "I AM" meditation can strengthen our acceptance of who we are beyond our external associations of social patterns, careers, relationships, etc. We may discover that other factors in our lives can affect our meditation and concentration efforts. Things such as how we respond or react to stress, the foods we eat, the company we keep, and our environments.

**PREPARE:** Begin by sitting comfortably in a chair or on a cushion on the floor. Keep the shoulders relaxed and the spine tall. Start to deepen the breath down to the belly or try a another breathing exercise such as the double length exhale or 3-part breath.

**CREATE SPACE:** After a short time focusing on your breath, begin to pause after the exhale and relax into the space without breath. This doesn't have to be very long but try and expand your concentration in this space. When ready release the breathing practice and sit in the calm space after the exhale...

**"I AM" MEDITATION:** Without trying to breathe in, allow the breath to move on its own. It may be slow, fat, shallow or deep. It doesn't really matter. Just notice whenever the breath moves and silently repeat the word "I" when the breath flows in, and "AM" when the breath flows out. If the breath pauses naturally then enjoy that moment of stillness in the mind.

**EXPAND YOUR AWARENESS:** Gradually begin to observe the space between the words and breath. Just notice whatever is there and continue repeating "I AM". Allow thoughts to come and go or cease, just don't become attached to them. You may find the inner critic starts judging and criticizing...you don't have to listen. Just be present.



*Take a moment to enjoy the calm nature of your true self*

# Class Six: TRUST



**REVIEW:** You are about to graduate from the course and become a Wellness Ambassador. Share your experience. Do you use the keys each day? How did you do on your wellness goals? Discuss the Wellness University™ touchstone of the Iceberg and how you can teach these concepts.

**TRUST ASSESSMENT:** Take the trust assessment and find out what your beliefs are and if you have opportunities at the origin of the layers under the surface of your wellness iceberg. Discuss your answers with a trusted friend. You are all of these! Where are you on the trust line?

**WHAT IS TRUST?** Trust is the glue in life. It is about your relationship with yourself, not with anyone else. The questions that we all ask that pertain to trust are: Who am I? Why am I here? How do I serve the greater good? What do I value and hold true for myself? Do I trust that life has rhythms and I can just go with the flow? Am I my highest self? Do I have spirit? Take a moment to contemplate these questions and see if you have easy answers. If not, journal about it. See visual on page 46.

**INSPIRATION:** Watch the youtube video by Jill Bolte Taylor called Stroke of Insight. Then see the visual on page 46. Our definition of trust is based on our relationship with our highest self. We access that self through the right brain.

**FORGIVENESS:** Most of us do most of our healing at the end of our life. Why? It is a common practice to be truthful and forgive at that time. What if you practiced forgiveness now? Would you be more healthy? Try practicing using the Forgiveness worksheet.

**GRATITUDE:** Living in gratitude is easy and yet, not very typical. A Healthy person tends to look for that in which they can be grateful. Trust stems from seeking out your blessings in life. Try the gratitude exercise.

**THE HEALTHY ROLE MODEL SCALE:** Use the Healthy Role Model Scale worksheet and scales in the worksheet to circle where you are on the scale at that moment. The trust is that most of us live life more close to the left side of these scales. Check in on the 5 Keys to Wellness often.

**PRACTICE TEACHING:** Choose some keys or practices that you have learned in the course and start teaching them (even if it is to your plants or pets). Decide if you want to be a health role model who inspires wellness, a more active wellness coach for others or a wellness teacher. Anything you do improves health and you have all you need to be a teacher. Choose a partner and write out how you would coach someone using the worksheet scenarios on page 50. *Thank you for making health more contagious!*

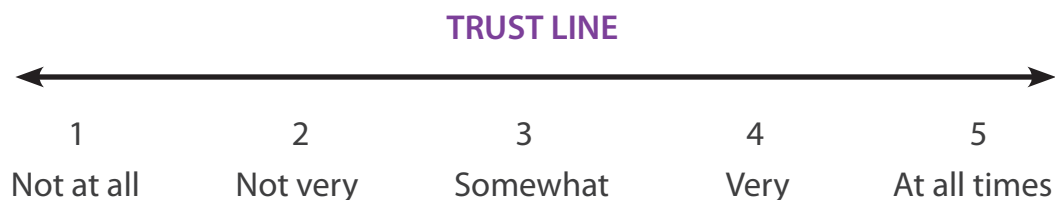
## Worksheet: Trust Assessment

Circle your answers of yes or no if you agree with the following I AM statements:

### **I AM**

- |     |   |          |
|-----|---|----------|
| 1)  | Perfect the way I am?                               | yes / no |
| 2)  | A spiritual being?                                  | yes / no |
| 3)  | Giving of love without conditions or expectations?  | yes / no |
| 4)  | Inherently wise?                                    | yes / no |
| 5)  | Creative and able to co-create what I want in life? | yes / no |
| 6)  | Abundant?   | yes / no |
| 7)  | Healthy in mind, body, emotions and spirit?         | yes / no |
| 8)  | Whole?  | yes / no |
| 9)  | Happy for no reason?                                | yes / no |
| 10) | Life affirming in thoughts, words and deeds?        | yes / no |
| 11) | Able to heal myself or participate in my healing?   | yes / no |
| 12) | Embracing of all change?                            | yes / no |
| 13) | Compassionate to self and others at all times?      | yes / no |
| 14) | Positive and hopeful?                               | yes / no |
| 15) | Grateful?   | yes / no |

Using the following continuum, circle your current level of trusting today?

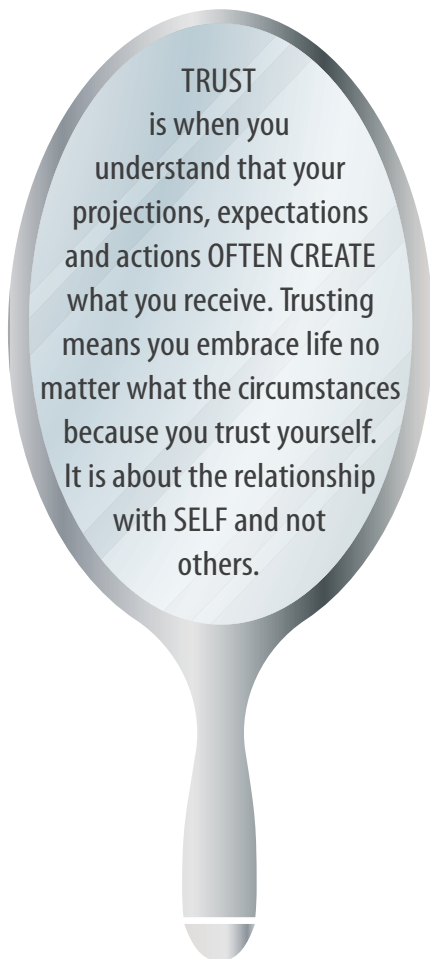




## Visual: Defining Trust

**Right Brain,  
Present,  
I AM**

**Left Brain,  
Past & Future, I  
Was or Will Be**



# Worksheet: Forgiveness

Forgiveness is an excellent tool to help you increase your energy by letting go of the mental and emotional issues or clutter that reduce your level of trust and joy. Take a moment to visualize an experience in which you have not yet forgiven completely and use the questions to try to let it go.

***What happened?***

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***Can the outcome be changed in any way?***

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***What keeps you holding on to the feelings about what happened?***

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***What would have to happen for you to forgive and let go?*** (This is not about what the other person must do, as you have no control over what they do; this is about what you must do to stop carrying it).

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***When and how will you forgive and let go?***

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# Worksheet: Gratitude

The quickest way to enhance your trust is to spend time focusing on what you are grateful for:

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Now, look at what you wrote down. How many of the items listed are not material? Now, write down as many things that you can think of about your non-material life in which you feel gratitude.

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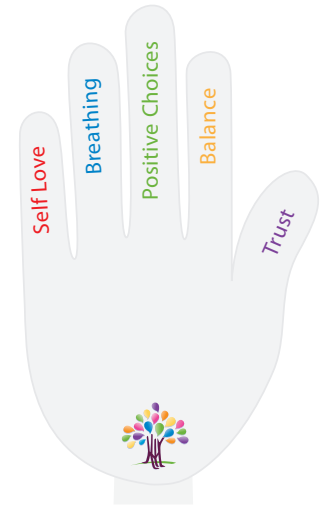
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# Worksheet: Healthy Role Model Scale


Using the 5 Keys to Wellness health improvement system each day, you become a healthy role model and a Wellness Ambassador. Wellness Ambassadors try to live on the right side of the scale as they continuously aim toward becoming secure, calm, energetic, productive and content. It is common to move back and forth on the scale for each key. The more awareness you have of when you are needy, stressed, fatigued, ineffective or discontent helps you easily apply one of the right Keys to Wellness to unlock your natural state – which is healthy.




*(Circle the number on the scale for each key that represents how you are living right now.)*

## Am I Feeling ...


 **SELF LOVE**

Needy?  Secure?

 **BREATHING**

Stressed?  Calm?

 **POSITIVE CHOICES**

Fatigued?  Energetic?

 **BALANCE**

Ineffective?  Productive?

 **TRUST**

Discontent?  Content?

# Worksheet: Practice Teaching as a Wellness Ambassador

Take a moment to write down how you would teach each of the 5 Keys to Wellness to someone who is struggling to be the healthiest they can be:

**Someone is hurt by another person speaking negatively about them.**

*How would you help them apply Self Love to feel more secure?*

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**Someone is stressed.**

*How would you help them apply Breathing to feel more calm?*

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**Someone consistently makes bad choices that make them unhealthy.**

*How would you encourage them to eat well; drink more water; choose to spend time doing healthier activities; or choose friends that make less negative choices?*

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**Someone is an over achiever.**

*How would you help them balance their life?*

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**Someone worries about things and always looks for things to go wrong.**

*How would you help them trust more and feel some joy?*

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**Someone is very lazy.**

*How would you inspire them to live well?*

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# Wellness University Evaluation:

Date \_\_\_\_\_

What did you enjoy the most about Wellness University?

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Did the "Create Your Health" workbook assist you in this journey?

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Have you focused more on your wellness during this class?

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Do you plan to teach the 5 keys to wellness to others?

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**Rate the Classes:** *Circle one: 1) needs improvement 2) satisfactory 3) good 4) excellent*

General Health	1	2	3	4
Self Love	1	2	3	4
Breathing	1	2	3	4
Positive Choices	1	2	3	4
Balance	1	2	3	4
Trust	1	2	3	4

What would you like to see improved or changed about the Wellness University class?

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## APPENDIX A:

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## APPENDIX B: Challenges

- 21 Day Self Care Challenge (Self Love) . . . pg 59
- 21 Day Complaint Free World Challenge (Self Love) . . . pg 62
- Breath Awareness Challenge (Breathing) . . . pg 64
- Green Light / Red Light Challenge (Positive Choices) . . . pg 66
- Sleep Challenge (Positive Choices/Balance) . . . pg 68
- Play Challenge (Balance) . . . pg 70

## APPENDIX C: Continuing Workshops and Classes

- Think Positive! (Self Love) . . . pg 73
- Habit Formation (Self Love) . . . pg 75
- Healthy Feeling/Feeling Healthy (Breathing) . . . pg 77
- Mindful Responses (Breathing) . . . pg 79
- Healthy Environment (Positive Choices) . . . pg 82
- What Hungers You? (Positive Choices) . . . pg 85
  - True You (Balance) . . . pg 88
  - I Want To (Balance) . . . pg 91
- Forgiveness & Gratitude (Trust) . . . pg 93
- What Do I Believe? (Trust) . . . pg 95

## APPENDIX D:

Green Light Foods (Positive Choices) . . . pg 99



## APPENDIX A: Bibliography

## BIBLIOGRAPHY: Suggested Reading List

1. **Create Your Health** by Leslie Lovejoy and Kelly Mather
2. **Complaint Free World** by Will Bowen
3. **Taming Your Inner Gemlin** by Richard Carsen
4. **Relaxation Response** by Herbert Benson
5. **Mindfulness for Beginners** by Joh Kabat-Zinn
6. **Biology of Belief** by Bruce Lipton
7. **Living Balance** by Joey and Michelle Levey
8. **The Four Agreements** by Don Ruiz
9. **The Five Things We Cannot Change** by David Richo
10. **The Health Playbook** by Kelly Mather
11. **Ping** by Stuart Avery Gold
12. **A Stroke of Insight** (video) by Jill Bolte Taylor

## APPENDIX B: Challenges

# SELF LOVE: 21 Day Self Care Challenge

## Caring for Yourself

Self Care is an important part of your overall well-being and many practices give great benefit to your health. Friends, families, communities, and societies may all have an idea of what they want from you or how you should behave. These external expectations can tangle us up in actions and behaviors that don't necessarily benefit us. It is important to give yourself some "me" time, whether that is just a moment to quiet the mind and take a breath or perhaps giving yourself a self massage or taking a hot bath with essential oils. Below is a list of some self care activities for you to try.

**Did you know?** You may be practicing some of these self care techniques already without knowing it. Simply brushing your teeth is a self care action. When we add a positive attitude of Self Love and positive thinking we can enhance the beneficial feeling of even simple tasks. Try saying "I love you teeth" the next time you brush.

## Self Care Examples

Below are some examples of different ways to nurture and care for yourself. There are many other ways. Be creative. Keep an attitude of Self Love during each activity.

## 21 Day Challenge Goals

Choose a self care activity from this list or another for 5 days out of each week. Each day can be a different activity. By the third week you will be practicing 3 activities per day. GOAL: Practice a minimum of 5 days per each week.

- **Self Massage**

You can use a warmed oil such as sesame in the cold months. Coconut oil is good for the hot months. Almond oil good year-round. Start at the head with a little scalp massage. Then move down the whole body to the feet rubbing circles over the joints and longer strokes over bones. Wait 10 minutes then take a warm/hot shower.

- **Sound Therapy**

There are great CDs available with special music to trigger the relaxation response in your nervous system. Look for Brain Wave music in Alpha, Theta, or Delta. Yoga Nidra and guided imagery are nice ways to feel good all over.

- **Nature Therapy**

Studies have shown an increase in the body's immune system after spending some time in nature. Whether it is gardening, hiking, sitting by a stream or practicing sensory awareness in nature, it is all good.

- **Hot Bath**

Enjoying a hot bath is a great way to relax. Adding essential oils or an herbal sachet can enhance the bath with aromatherapy. If you have dry skin try adding a small amount of massage oil to the bath for a nourishing experience. After, you can give your trees the used bath water.

## SELF LOVE: 21 Day Self Care Challenge- *continued*

- **Start a Mindful Movement Practice**

Yoga, Tai chi, Qigong, Aikido, Feldenkrais®, and dance classes are great ways to increase your health and also build self-confidence, self-awareness, and a deeper understanding of yourself and your habitual behaviors.

- **Body Therapy**

Get a massage or some acupuncture. Maybe visit a hot spring or have a day at the spa. Depending on your resources, getting some form of bodywork once a month can have a very positive impact on your health and happiness.

- **Quiet Reflection**

Stress will always exist in life and the outside world will continuously engage your energy. It is important for your physical and mental health to take a moment for introspection. Consider your actions of the day and if they were in line with your health and happiness, or simply relax and let the thoughts come and go like clouds.

- **Take a Mini Vacation**

You don't have to be rich to take a vacation every day. Take a moment to sit or lie comfortably. Take a deep breath or two and let your mind remember a moment that brought you great happiness...or just imagine one!

- **Make a List**

Every day write down 5 things you like or love about yourself. It may seem silly at first or even a little challenging, but stay with it. This is a good practice of listening to your heart rather than your inner critic.

**WEEK 1:** Practice 1 Self Care activity.

**WEEK 2:** Practice 2 Self Care activities.

**WEEK 3:** Practice 3 Self Care activities.

## SELF LOVE: 21 Day Self Care Challenge- *continued*

### WELLNESS CHALLENGE TRACKER

Select a Self Care activity to practice for each day. The activities can be different each day. Write it in the space provided. During Week 2, add another Self Care activity to your day (2 activities per day). Week 3 you will practice 3 activities per day. Mark each day you do a practice. Note your experience at bottom of page.

<b>WEEK 1</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
DATE							
SC Practice 1 List for each day							
<b>WEEK 2</b>	<b>Day 8</b>	<b>Day 9</b>	<b>Day 10</b>	<b>Day 11</b>	<b>Day 12</b>	<b>Day 13</b>	<b>Day 14</b>
DATE							
SC Practice 1							
SC Practice 2							
<b>WEEK 3</b>	<b>Day 15</b>	<b>Day 16</b>	<b>Day 17</b>	<b>Day 18</b>	<b>Day 19</b>	<b>Day 20</b>	<b>Day 21</b>
DATE							
SC Practice 1							
SC Practice 2							
SC Practice 3							

#### Notes:

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# SELF LOVE: 21 Day Complaint Free World Challenge

## What is a Complaint?

"The Dictionary defines the word complain as 'expressing grief, pain, or discontent.' Now it makes sense on occasion to express grief, pain, or discontent. The thing is, most people complain constantly and have no awareness that they're doing it. The average person will complain 15-30 times a day, and have no awareness of the fact that they are complaining." - Will Bowen

*Did you know?* Learn more at [www.willbowen.com](http://www.willbowen.com).

## The Complaint Free Challenge

Visit [www.complaintfreeworld.biz](http://www.complaintfreeworld.biz) for Complaint Free bracelets, DVDs, & books.

- Put the bracelet on one wrist (an alternate item could be used if bracelet doesn't fit)
- Every time you complain switch to the other wrist
- Complaint Free Hours > Complaint Free Days > Complaint Free Weeks > and beyond
- The goal is to go 21 consecutive days without switching wrists.

## 21 Day Challenge Goals

Become aware of your complaints. Each day write down how many complaints or wrist switches you had. Spend the first day or two observing your complaints, gradually working towards a complaint free hour/day/week. Don't judge or pressure yourself or others. It may come easy or it may not. GOAL: Practice observing a minimum of 5 days per week.

**WEEK 1:** Practice observing complaints and track daily number. Complain less.

**WEEK 2:** 1 or more Complaint Free Day.

**WEEK 3:** 2 or more Complaint Free Days.

## SELF LOVE: Complaint Free World Wellness Challenge Tracker

Track a minimum of 5 days per week. Each day mark down how many wrist switches happened. Work toward complaint free hours at first. Then expand to complaint free days. You can repeat this challenge as often as needed or as a warm up for the 21 Consecutive Complaint Free Days Challenge.

<b>WEEK 1</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
DATE							
# of Complaints (wrist switches)							
<b>WEEK 2</b>	<b>Day 8</b>	<b>Day 9</b>	<b>Day 10</b>	<b>Day 11</b>	<b>Day 12</b>	<b>Day 13</b>	<b>Day 14</b>
DATE							
# of Complaints (wrist switches)							
<b>WEEK 3</b>	<b>Day 15</b>	<b>Day 16</b>	<b>Day 17</b>	<b>Day 18</b>	<b>Day 19</b>	<b>Day 20</b>	<b>Day 21</b>
DATE							
# of Complaints (wrist switches)							

**Notes:**

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# BREATHING: 21 Day Breath Awareness Challenge

## Learning Healthy Breathing

You breathe. It is an automatic function of your body. That does not mean that you breathe well, however. When you add your attention to your breath and activate your diaphragm muscle, your breath becomes a powerful tool to release stress and balance your body and mind. This does not mean that you need to pay attention to every breath every day. By taking a few moments each day to practice diaphragmatic breathing with awareness, you will begin to take deeper breaths even when you are not paying attention. Proper breathing is essential for athletes, musicians, singers, and you!

**Did you know?** Breathing through your nose has many benefits over mouth breathing. Refer to the Breathing class chapter for more details. Practicing nose breathing may be challenging at first, yet over time it will feel more natural. If you cannot breathe through your nose for whatever reason, make a small opening at your lips to slow the breath down.

## 3 Reasons to Start Practicing Deep Breathing

- It's FREE!
- It's impossible to be stressed while practicing proper diaphragmatic breathing.
- It can take as little as 3 minutes to feel good!

## When to Practice Breathing

Deep breathing can be beneficial throughout your day; however, there are some specific times during your day when practicing breathing with awareness is optimal.

### Beneficial Times of Day:

- In the morning before starting the day
- Before starting work
- Before a meeting
- Before eating food
- After you finish work before you go home
- First thing when you get home from work
- Within 1 hour before bed
- Any time that you feel stressed

## 21 Day Challenge Goals

Choose a time of day to practice breathing. Each week add a new time. By the third week you will have 3 times a day that you are aware of your breath. GOAL: Practice each time a minimum of 5 days per week.

**WEEK 1:** Practice breathing at a selected time during your day.

**WEEK 2:** Add another practice at a different time.

**WEEK 3:** Add another practice at a different time.

## BREATHING: Breath Awareness Wellness Challenge Tracker

Select a time of day to practice breathing for each week. Write it in the space provided. Continue the practices from week 1 & 2 into the 3rd week. Mark each day you use the practice. Note your experience at bottom of page.

WEEK 1	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
DATE							
Breathing Practice:							
Time of Day:							
WEEK 2	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
DATE							
Practice/Time #1							
Breathing Practice:							
Time of Day:							
WEEK 3	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21
DATE							
Practice/Time #1							
Practice/Time #2							
Breathing Practice:							
Time of Day:							

Notes:

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# POSITIVE CHOICES: 21 Day Green Light Food Challenge

## Not Another Diet

There are so many diets out there these days. It can be overwhelming and often it has the opposite effect from what is desired. The Green Light Food Challenge is a simple way to address your nutrition choices. Simply add more food that is fresh, nutrient rich, and full of life and avoid foods that have no nutritional value and have additives and artificial ingredients. Practice self love and breathing while you eat by remaining calm. Refer to the Positive Choices class chapter for more information about when to eat and how much.

**Did you know?** The thought of restricting ourselves from certain foods or experiences often makes those things more irresistible. This can create all kinds of inner dialogues, rationalizations, and denials. As an alternative, try focusing on what you can add at first, rather than what to avoid.

## Green Light Food System

Eat for energy by choosing 5 healthy foods and drinking plenty of water each day. To remember this, use the Green Light Food System. It's easy. Eat plenty of Green Light Foods, limit Yellow Light Foods to 2-3 per day, and avoid Red Light Foods. Below is how you tell the difference.

- **GREEN LIGHT FOODS** – *Food that is full of life*

Fresh fruits and vegetables, whole grains, greens, lean poultry, legumes, wild game, herbs, spices, fats such as unsalted seeds and nuts, olive oil, avocado, and coconut

- **YELLOW LIGHT FOODS** – *Food with some nutritional value*

Canned, frozen, and dried fruits and veggies, processed grains, salted seeds and nuts, dairy, dark/red meat, microwaved food, leftovers, natural sweeteners (maple syrup, honey, raw cane sugar, etc.)

- **RED LIGHT FOODS** – *Food with no nutritional value*

Processed snack foods and baked goods, artificial flavors, colors, and sweeteners, most sodas, high fructose corn syrup, refined sugars, trans fat (partially hydrogenated oils), GMOs, fried fatty meats, fast food, preservatives, etc.

## 21 Day Challenge Goals

Before you start this challenge, think about what you will need to change in your kitchen and shopping habits to help your success. You may still eat a cookie or two during the week, but if you don't bring them home, you will save more room for Green Light Foods. GOAL: Add 5 Green Light Foods each day for a minimum of 5 days per each week.

**WEEK 1:** Eat 5 Green Light Foods each day.

**WEEK 2:** Eat 5 or more Green Light Foods each day.

**WEEK 3:** Eat 5 or more Green Light Foods each day.

# POSITIVE CHOICES: Green Light Food Wellness Challenge Tracker

Each day write down what you ate and whether it was Green, Yellow, or Red Light. Aim for a minimum of 5 Green Light Foods each day, 2-3 Yellow Light Foods and avoid Red Light Foods. As an option you can make note of Red Light Foods you are avoiding that you would normally eat. Make notes about your experiences at the bottom of the page.

<b>WEEK 1</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
DATE							
Green Light							
Yellow Light							
Red Light							
<b>WEEK 2</b>	<b>Day 8</b>	<b>Day 9</b>	<b>Day 10</b>	<b>Day 11</b>	<b>Day 12</b>	<b>Day 13</b>	<b>Day 14</b>
DATE							
Green Light							
Yellow Light							
Red Light							
<b>WEEK 3</b>	<b>Day 15</b>	<b>Day 16</b>	<b>Day 17</b>	<b>Day 18</b>	<b>Day 19</b>	<b>Day 20</b>	<b>Day 21</b>
DATE							
Green Light							
Yellow Light							
Red Light							

Notes:

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# POSITIVE CHOICES/BALANCE: 21 Day Healthy Sleep Challenge

## Creating Healthy Rhythms

Healthy sleep cycles are strongly influenced by the rhythms we keep during our waking hours. Sleep rejuvenates the body, primarily during deep sleep, and the mind, primarily during REM sleep. Over the course of one sleep cycle different brain wave patterns are dominant such as Beta, Alpha, Theta, and Delta. The length of the sleep cycle is around 90-100 minutes with each progressive cycle increasing REM sleep and decreasing deep sleep. Our waking BRAC (Basic Rest and Activity Cycle) is the same length as our sleep cycle. Neuro-plasticity and the ability to illicit the Parasympathetic Nervous System or the 'Relaxation Response' while awake are important factors in healthy sleep.

**Did you know?** Blue light from electronics and screens can disturb your melatonin levels and result in poor quality sleep. Alcohol and sleep aids may help getting to sleep; however, the sleep is usually of poor quality. Avoid these aids before bed when possible.

## 3 Healthy Rhythm Categories

### WAKING UP WITH INTENTION

- 3 deep breaths while in bed
- Stretch 5 min in or out of bed
- Self massage w/ almond oil
- Drink water with lemon
- Sit in silence and observe
- Sit in nature
- Meditation/affirmation/prayer
- Practice deep breathing

### WAKING RHYTHMS

- Practice deep breathing
- Listen to brain wave music
- Practice guided relaxation
- Take a Yoga, Qigong, Tai Chi or Feldenkrais Method® class
- Take a walk outside
- Meditation/affirmation/prayer
- Create some art or color

### PRE-SLEEP RITUAL

- Hot bath with lavender
- Foot massage with lavender oil
- Warm milk with cinnamon and spice
- Clean & comfortable bedding
- Calm, dark bedroom used for sleep and sex only
- Relaxing music
- Guided imagery or relaxation

## 21 Day Challenge Goals

Each week add a new tool. By the third week you will have 3 tools to create a Healthy Sleep Rhythm. GOAL: Practice each tool a minimum of 5 days per week. (i.e., Tool #1 minimum of 15 days total, Tool #2 minimum of 10 days total, and Tool #3 minimum of 5 days total. More days increases effectiveness and habit formation.)

**WEEK 1:** Practice a tool or technique from one category.

**WEEK 2:** Add another tool from different category.

**WEEK 3:** Add another tool from different category.

# POSITIVE CHOICES/BALANCE: Healthy Sleep Wellness Challenge Tracker

Select a healthy sleep practice from a different category for each week. Write it in the space provided. Check each day you use the practice. Note your experience at the bottom of the page.

<b>WEEK 1</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
DATE							
Healthy Practice #1 _____							
<b>WEEK 2</b>	<b>Day 8</b>	<b>Day 9</b>	<b>Day 10</b>	<b>Day 11</b>	<b>Day 12</b>	<b>Day 13</b>	<b>Day 14</b>
DATE							
Healthy Practice #1							
Healthy Practice #2 _____							
<b>WEEK 3</b>	<b>Day 15</b>	<b>Day 16</b>	<b>Day 17</b>	<b>Day 18</b>	<b>Day 19</b>	<b>Day 20</b>	<b>Day 21</b>
DATE							
Healthy Practice #1							
Healthy Practice #2							
Healthy Practice #3 _____							

**Notes:**

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## BALANCE: 21 Day Play Challenge

### Time to Play

Living a balanced life requires the right amount of work, play, rest, and study. The key is to not over-do it in any one category. Work is something you do that serves a purpose or helps in attaining a goal, whether individual or shared. Study is the act of learning something new. Rest includes sleep and your ability to release stress during the waking hours of the day. Play is anything that brings you joy and makes you feel good. Let's focus on PLAY. You should have a little play time every day. Play could be a physical activity, a challenging puzzle or game, sharing jokes with friends, using your imagination, or taking an adventure – whatever brings you joy.

**Did you know?** Studies show that adults who took some time to have fun decreased their stress levels, improved brain function, stimulated and boosted creativity, strengthened relationships, and felt more youthful and energetic. Make a silly face, play some games, or tell jokes. Who needs a couch and TV!

### No Time to Play?

If you feel like you don't have time to play, take a look at your Balancing For The True You worksheet. Look at each category of True Work, True Study, True Play, and True Rest. Are you over-doing it in any one category? Are you doing things that are meaningful to you or are you just busy? **Examples of play:** walking in the park/nature, sports, puzzles, brain games, creating arts and crafts, fishing, singing, dancing, making music, throwing parties, swimming, board games, science experiments, obstacle courses, face painting, playing cards, make a collage, make masks/funny faces, beach ball toss, etc.

### 21 Day Challenge Goals

Find creative ways to add play to your days. Each day can be a different activity. You can play in small installments to reach your daily goal. By the third week you will be playing for at least 60 minutes each day. GOAL: Play a minimum of 5 days per week.

**WEEK 1:** Play for a minimum of 30 minutes each day.

**WEEK 2:** Play for a minimum of 45 minutes each day.

**WEEK 3:** Play for a minimum of 60 minutes each day.

## BALANCE: Day Play Wellness Challenge Tracker

Each day write down what activity(ies) you did and for how long. Each week try and extend the amount of play time by 15 minutes. Play for a minimum of 5 days per week. Make notes about your experiences at the bottom of the page.

<b>WEEK 1</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
DATE							
Play Practice How Long							
<b>WEEK 2</b>	<b>Day 8</b>	<b>Day 9</b>	<b>Day 10</b>	<b>Day 11</b>	<b>Day 12</b>	<b>Day 13</b>	<b>Day 14</b>
DATE							
Play Practice How Long							
<b>WEEK 3</b>	<b>Day 15</b>	<b>Day 16</b>	<b>Day 17</b>	<b>Day 18</b>	<b>Day 19</b>	<b>Day 20</b>	<b>Day 21</b>
DATE							
Play Practice How Long							

**Notes:**

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## **APPENDIX C:** Continuing Workshops and Classes

## SELF LOVE: Think Positive!

**Objective:** This follow-up workshop is intended to revisit the importance of thinking positive as a tool for Self Love. Participants will become more familiar with:

- Identifying obstacles to positive thinking
- Develop happy thoughts
- Power of positive words
- Thoughts of kindness toward others
- Flipping negative thoughts to positive thoughts

**Facilitator Considerations:** In this course you will ask the group 2 main questions and guide them through practice and discussion of 4 exercises. It is recommended to use a white board or flip chart to capture the participants' ideas and answers for the benefit of the group. You may also want to create a worksheet for the participants to write their answers.

**Corresponding Materials:** *Create Your Health worksheet pages 25, 33, 34, 40, 41, & 42*

**Introduction:** Your thoughts and actions create your health. What creates your thoughts and actions? Your mind! Yes, your mind creates the thoughts that have a big effect on your health. The Self Love Key addresses positive thinking as a tool for improved health.

**Question #1:** How do you know if you are thinking positive? What does a positive person look/act like? *Some examples:* Happy, like themselves, like their body, say nice things about others, are kind, wake up excited about their day, etc.

**Question #2:** What are some challenges you face that bring up negative thoughts? *Some examples:* Unhappy friends, family, or coworkers. Unhealthy environments.

### **Exercise #1: Happy Thoughts**

One way to think positive is by remembering something from your past that made you happy and thinking about it again. Take a moment to remember a happy memory. *Can you also answer the question: What makes you happy?*

### **Exercise #2: Positive Words**

Another way to think positive is to say something nice to someone else. Think about your relationships. Is there someone that challenges your positive thoughts? Can you think of something nice to say to that person the next time you see them? Write it down. What did you say?

### **Exercise #3: Thoughts of Kindness**

Another way to think positive is to do something nice for someone. What are some nice things you could do for someone? Share some ideas.

### **Exercise #4: Flipping Your Thoughts**

Refer to the Negative Thought – Positive Thought Table (*Create Your Health* page 33, Wellness University™ page 21). Write down 2-5 negative thoughts that have been on your mind lately. These thoughts could be

## SELF LOVE: Think Positive!- *continued*

from your “should list” or related to recent life events. Now get into groups of 2 or more and work as a team to flip the thoughts to positive ones.

### **Conclusion:**

Positive thinking is at the heart of Self Love and can prove to be a powerful tool towards health. It is not something we can necessarily master in one day. It takes practice and repetition. Be patient with yourself. Use your imagination, take a deep breath, and remember these tools to help you Think Positive!

## SELF LOVE: Habit Formation

**Objective:** This follow-up workshop is intended to revisit the importance of the habit formation cycle in deepening your understanding of self acceptance and Self Love. Participants will become more familiar with:

- How feelings, thoughts, and beliefs set the stage for what we believe about ourselves
- Sense experiences and auto pilot
- Two major emotions and attachment to needs
- Two biases of thought exploration
- Patterns of actions when faced with feelings

**Facilitator Considerations:** In this course you will explore with the group 4 main categories of the Habit Formation Cycle. It is recommended to use a white board or flip chart to capture the participants' ideas and answers for the benefit of the group. You may also want to create a worksheet for the participants to write their answers. Use any corresponding materials as needed.

**Corresponding Materials:** *Create Your Health worksheet pages 23, 25, 28, 34, 40, 41, & 42*

**Introduction:** Our habits have a strong impact on our health. But how do we develop habits? And how can we determine if the habits we currently have are healthy or not? Let's explore some ideas as we look at the Habit Formation Cycle.

**Sense Experience:** The Habit Formation Cycle begins with what is seen, heard, smelled, tasted, touched, and intuited. We are constantly picking up information and processing it to determine how we will respond. Things that we have seen before are filed away into our current memory bank and we respond to them in a habitual way. This is sometimes called "auto pilot."

**Question #1:** What are some times that you have noticed yourself on auto pilot? *Some examples:* Getting ready in the morning, driving to work, etc.

**Emotions Attach to Needs:** Sensations trigger emotions, which in turn attach to a need. We feel emotions every moment of the day, and it is those feelings that create the energy that motivates all our behavior. Some of us have learned from early on to bury our feelings and not openly express them or label some feelings as acceptable while others are not. Either way our emotions form what is called our Emotional Guidance System. This system helps us set the course for how we will respond.

**Question #2:** In this last week, what are some of the emotions you have experienced? You don't have to mention why. *Some examples:* love, joy, anger, frustration, jealousy, gratitude, etc.

All emotions can be categorized into two major emotions: Love and Fear. Let's review the Needy – Secure Worksheet from Wellness University™ page 17 (write the chart on the whiteboard).

**Question #3:** Think about your emotions over the last week. Did any of them relate to any of these categories of Needy and Secure? Were there other needs attached to the emotions? Examples: "I was angry because these things always seem to happen to me; why me?" (Victim/Child).

## SELF LOVE: Habit Formation- *continued*

When we love and accept ourselves, we freely express what we feel and are aware of when we feel needy. When this happens, we are able to meet those needs instead of expecting others to meet them for us.

**Thoughts Create Beliefs and Attitudes:** Before emotions and needs promote behavior they are given meaning through our thoughts. Thoughts coupled with emotions create our reality. Our thoughts provide the context and meaning for what we feel and sense in our environment. Early in our lives the adults around us helped interpret what we experienced and attached thoughts to our feelings. We accepted what adults and society said about what we experienced and their experience of us. We may challenge what has been presented and form our own opinions or we may accept what has been passed on as truth. This then gives rise to our beliefs and attitudes, from which we make decisions about choice and action.

**Bias #1: Habitual Thinking.** This is like a default setting in which we automatically use internalized thoughts and beliefs from our subconscious mind. We don't even think about it, the process just happens. *Example:* Experience consistent fear > negative thoughts > more negative thoughts > habit of thinking negatively > negative self talk and the inner critic.

**Bias #2: Believing is Seeing.** This refers to our tendency to see and hear only what we want or expect to see and hear. It also refers to the tendency to reframe information in ways that conform to what and how we want to see or hear it.

**Question #4:** Use My Internal Map of Reality worksheet on page 31 of *Create Your Health*.

**Behaviors Arise from Choice:** The final piece in the habit formation cycle involves the behaviors we choose in response to what we sense, what emotions and needs arise, and what beliefs and thoughts we have about them. If we are in habitual thinking mode, we may not think that we are choosing, but we are in fact making a decision about whether we will react or respond. Remember, habits and addictions are the result of our making choices that start a pattern of action when we are faced with feelings. We are making choices all the time. The goal is to become aware of what is being chosen, what motivated it, and whether it promotes health or pain and suffering.

**Question #5:** What are some reasons we may make healthy choices/behaviors but are not in practicing self love? *Examples:* Strong need for approval or acceptance, these choices make you more worthy of love and affection, to fit in, etc.

**Conclusion:** What really promotes permanent healthy-choice behaviors is a conscious awareness and the challenging of beliefs and attitudes about the self. This means moving out of the comfort zone that you have developed in the past. Use examples on page 38 in *Create Your Health*.

**CLASS IDEAS:** Guided Imagery

# BREATHING: Healthy Feelings/Feeling Healthy

**Objective:** This follow-up workshop is intended to revisit the importance of practicing breathing as a way to connect with our feelings and increase body awareness.

- Identify your feelings
- Learn/review Belly Breathing techniques
- Learn a Tense & Release practice for the whole body
- Experience the connection between breath and feelings

**Facilitator Considerations:** In this course you will guide the group through 2 breath practice sections and explore 2 exercises to help identify feelings. It is recommended to use a white board or flip chart to capture the participants' ideas and answers for the benefit of the group. You may also want to create a worksheet for the participants to write their answers.

**Corresponding Materials:** *Create Your Health worksheet pages 49, 51, 53, & 54 • Wellness University™ pages 13, 28, 29 (breath exercises, nose breathing).*

**Introduction:** The Self Love Key teaches us about our mind and its effects on our health. Thinking Positive helps us to release patterns and behaviors that lead to dis-ease. The mind is not alone, however, on this journey of health. When you are deep breathing your mind and body start to work as a team. Your breathing is directly connected to your feelings and as you deep breathe, unhealthy feelings are replaced by healthier feelings. This is similar to how you simply changed your mind from thinking negative to thinking positive. In this case, you release the old feelings by replacing them with new feelings. Today we will explore how deep breathing can connect us to our body and our feelings, and help us shift from negative feelings to positive ones.

## **Exercise #1:** Identify Your Feelings (Positive)

Sit comfortably. Close your eyes. Imagine yourself in a comfortable and cozy place with plants, pillows, soothing music and a beautiful view of nature. Name some of the feelings you have (write on whiteboard or flip chart).

## **Exercise #2:** Identify Your Feelings (Negative)

Close your eyes again. Now imagine being uncomfortable and in a place that is cold, ugly, and has a view of only four walls. Name some of the feelings you have (write on whiteboard or flip chart).

**Question #1:** Which type of feelings do you think can help to keep your body healthy? Why? *Some examples of why:* Your breathing, heartbeat, blood pressure, and muscle tension all change for the worse and you experience stress.

## **Effects of Stress:**

- Head – chemicals tell your blood vessels to get small which can lead to headaches. Your brain is focused on what you fear and it will be hard to concentrate on other things.
- Muscles – tense up to get ready to run or fight
- Mouth – can get dry as the fluids rush to other parts of your body to help you live
- Heart & Breath – go faster as the blood gets moved quickly to the parts of your body that will need it when you are in danger



## BREATHING: Healthy Feelings/Feeling Healthy- *continued*

- Belly – can feel sick as hormones speed up your digestion
- Hands & Feet – can feel cold as blood is circulated to larger muscles

### **Breath Practice #1:** Diaphragmatic Breathing

Review one of the breathing practices from the Wellness University Course Book. Recommend Belly Breathing and/or 3-Part Breathing. Some key concepts for teaching: Relax your shoulders. Release any tension from the jaw. Clear your mind. Gentle yet deep breaths. Place a hand on your belly (or ribs or chest) to feel the breath moving. Breathing IN & OUT through the nose is best; however, if you need to mouth breath create a small opening in the lips to slow the breath down.

### **Breath Practice #2:** Tense & Release

Tensing the body and releasing the tension is a great way to discover subtle holding patterns of tension. By tensing and releasing isolated parts of the body, the mind builds a stronger connection to that part and its habitual tensions. The tension we are working with in this practice is isometric, meaning the joint angle and the muscle length do not change. We are not moving the body. We are energizing the muscles where they are. Start with a low level of tension to practice the concept of tensing the muscle without moving it. Gradually you can increase the tension to medium or eventually high. Always start with low tension then build up from there. As you release try and release from high to medium to low to none. Stand, sit, or lie down. Inhale and create tension through the whole body from a low level to a higher level. Exhale and release the tension from a high level to a low level. Repeat 2 more times. Now we will isolate the body parts. Inhale and create a subtle tension in the right foot without moving the foot. Exhale and release. Now the left foot: inhale and tense, exhale and release. (Continue with right lower leg, left lower leg, right thigh, left thigh, right buttock, left buttock, pelvic floor, right lower back, left lower back, lower abdomen, upper abdomen, right middle back, left middle back, right forearm and fist, left forearm and fist, right upper arm, left upper arm, right upper back, left upper back, right chest, left chest, right side of neck, left side of neck, front of neck, back of neck.) Then tense the whole body 1-3 times. Repeat the isolated parts 1-2 more times with at least 1 whole body tensing in between. ***When finished just sit and notice how you feel.***

**Conclusion:** It is impossible to be stressed while you are deep breathing. The problem is, most of us are “chest breathers” and we need to be “belly breathers” to reduce stress. We also don’t typically take the time to belly breathe long enough to relieve the stress and create good breathing habits. When you become proficient with belly breathing, it can take as little as 3-5 minutes to create more than an hour of relaxation. Just by belly breathing you can: slow your heart rate down, improve circulation of your blood, increase the oxygen to all parts of your body, relax your muscles, improve the way your body fights off disease. There are many situations in life when belly breathing can help you DE-STRESS. It can help you deal with uncomfortable feelings such as anger, frustration, fear, anxiety, and impatience. Everyone has these feelings. To be healthy, we need to find positive ways to handle them.

## BREATHING: Mindful Responses

**Objective:** This follow-up workshop is intended to revisit the practice of switching tracks from reactive response to a mindful response. Participants will become more familiar with:

- Their own breathing habits
- Stress reactivity vs. responsiveness
- Techniques to switch tracks
- Mindful walking
- Mindfulness practices

**Facilitator Considerations:** In this course you will guide the group through a Breathing Assessment, 2 breath practice sections and explore 2 questions; about stress reactive and stress responsive. It is recommended to use a white board or flip chart to capture the participant's ideas and answers for the benefit of the group. You may also want to create a worksheet for the participants to write their answers.

**Corresponding Materials:** *Create Your Health worksheet pages 50, 51, 53, & 54 • Wellness University™ pages 13, 24, 26, 27 • Ted Talk: Kelly McGonigal*

**Introduction:** Start class with a breath. Stress is something that is present in all of our lives. A great deal has been written on the impact of stress on the body and on how we deal with it mentally and emotionally. Stress evokes one of two possible responses: **reactive response** (fight-or-flight) or **mindful response** (rest-and-digest). In fight-or-flight we act automatically to a real or perceived threat. Your blood pressure, pulse, and respiration increase. Hormones and neurochemicals alert the brain of an acute threat. *Example:* When you have to quickly use your brakes to avoid a collision with another car. Unfortunately many of the threats we deal with are not real but perceived threats based on our thoughts. This leaves the body in a more constant state of stress without the needed resolution and the brain in a strategy to "switch the tracks" from **fight-or-flight** and **beta state** to **rest-and-digest** and **alpha state**.

### **Breath Practice #1: Belly Breathing**

Sit comfortably with a tall spine. Release any tension in the shoulders. Close your eyes or keep your gaze relaxed on the space in front of you. Inhale slowly inviting the breath toward the bottom of the lungs. Exhale slowly, gradually bringing your navel towards your spine. Continue in this way, each breath a little deeper and more relaxed than the one before it. Don't force it. Allow space in the body for the breath to happen.

**Option:** Review one of the breathing practices from the Wellness University™ course book. Recommend Belly Breathing and/or 3-Part Breathing.

**Some Key Concepts for Teaching:** Relax your shoulders. Release any tension from the jaw. Clear your mind. Gentle yet deep breaths. Place a hand on your belly (or ribs or chest); to feel the breath moving. Breathing IN & OUT through the nose is best; however, if you need to mouth breath create a small opening in the lips to slow the breath down.

**Breath Assessment:** Use the Breath Assessment from Wellness University™ course book page 16.

## BREATHING: Mindful Responses- *continued*

### **Optional:** Share the Breath Awareness Challenge

Whenever change occurs or we are asked to move out of our comfort zone, we experience stress. The level of stress depends on our perception of the threat and our ability to manage it. Let's explore what some different ways might look like.

**Question #1:** What are some typical behaviors you might see in others or yourself that indicate that they are coming from a place of stress reactivity? (Write down answers on whiteboard or flip chart.)

**Question #2:** What are some typical behaviors that indicate that a person is behaving in a stress responsive manner? (Write down answers on whiteboard or flip chart.)

### **Compare with the list below:**

STRESS REACTIVE	STRESS RESPONSIVE
<ul style="list-style-type: none"><li>• Impatience</li><li>• Habitual knee-jerk responses that create more problems than solutions</li><li>• The constant need to be doing something in order to feel of value</li><li>• Lack of trust, negative competition</li><li>• Non-acceptance of self and others, judgment</li><li>• Negativity, victimization and self abandonment</li></ul>	<ul style="list-style-type: none"><li>• Patience</li><li>• Effective and creative problem and conflict resolution</li><li>• Ability to engage in doing nothing, just being and finding value in being rather than doing</li><li>• Trust and collaboration</li><li>• Healthy personal boundaries and self and other acceptance</li><li>• Positive thinking, personal empowerment, and self care</li></ul>

**Question #3:** Take a moment to think of some instances where you have been stress reactive. Write down on your own paper some ideas of how you could have responded differently. (Write down answers on whiteboard or flip chart)

**Optional:** Use *Create Your Health* worksheet page 50, Journey Activity, as an alternate to Question 3.

**Remember that the key to moving from reactive to responsive is the breath! So take a deep breath.**

### **Breath Practice #2:** Nostril Breath

The Nostril Breath can give us a clearer head and mind. Part one involves closing one nostril with your finger. Part two practices breathing through each nostril separately without the use of the fingers.

**Part 1** – Close one nostril by placing your finger on it and only breathe through one nostril for 3 slow, deep breaths. Then place the finger on the other nostril and breathe through it deeply 3 times. Then place the finger on the first nostril and breathe slow and deep 2 times and do the same for the other side. Finally, use your finger to close the first nostril for 1 slow, deep breath then close the other nostril. Repeat as often as needed.

**Part 2** – This time we will alternate the nostrils without the use of our hands. Mentally visualize one of your nostrils. Imagine that you are only breathing through that nostril. Take 3 slow deep breaths. Then switch

## BREATHING: Mindful Responses- *continued*

your awareness to the other nostril and take 3 slow deep breaths. Return your focus to the first nostril and take 2 slow, deep breaths and 2 on the other side. Finish with one breath through each nostril. With practice you will be able to feel each nostril more clearly. This is a great mindfulness practice of tuning in to subtle feelings of the moment.

### **Mindful Walking:**

**Option 1:** There is a richness of experience to become aware of as you walk. Paying attention to the body as you walk will help you to enjoy simply being alive. Notice the sensations of placing your foot to the ground from heel to toe and the sensation of it lifting up again. Keep your breath steady and relaxed. You can do this anywhere, but the ideal place is somewhere quiet where you won't be disturbed. A hall is best because you can practice in any weather, but outdoors is fine. If the only place you can find to practice is noisy, that is just another challenge, not a reason to avoid practicing. Find a pathway about 30 to 40 feet long, and simply walk back and forth. When you come to the end of your path, come to a full stop, turn around, stop again, and then start again. Keep your eyes cast down without looking at anything in particular. Some people find it useful to keep the eyelids half closed. It is recommended that you walk back and forth on a single path instead of wandering about because otherwise part of the mind would have to negotiate the path. A certain mental effort is required to, say, avoid a chair or step over a rock. When you walk back and forth, pretty soon you know the route and the problem-solving part of the mind can be put to rest. Walking in a circle is a technique that is sometimes used, but the disadvantage is that the continuity of a circle can conceal a wandering mind. Walking back and forth, the little interruption when you stop at the end of your path can help to catch your attention if it has wandered. *We recommend setting aside 15- 20 minutes for your walking meditation.*

**Option 2:** Take 5 to 10 minutes and go out in nature. Turn on your diaphragmatic breathing and then, as you are walking, become aware of your surroundings. Nature has a way of helping us breathe into alpha state faster. (See *Create Your Health* worksheet page 51, Journey Acitivity.)

**Conclusion:** It is impossible to be stressed while you are deep breathing. The problem is, most of us are "chest breathers" and we need to be "belly breathers" to reduce stress. We also don't typically take the time to belly breathe long enough to relieve the stress and create good breathing habits. When you become proficient with belly breathing, it can take as little as 3-5 minutes to create more than an hour of relaxation. Just by Belly Breathing you can: Slow your heart rate down, Improve circulation of your blood, Increase the oxygen to all parts of your body, Relax your Muscles, Improve the way your body fights off disease and switch tracks from stress reactive to stress responsive. By soliciting the mindfulness or rest-&-digest response we also shift our brain wave patterns to a healthy alpha state. This shift has a strong influence on how well we sleep and digest our food and impressions, among many other natural functions of the body. Increasing our mindfulness by heightening our awareness of the moment, whether through mindful walking or experiencing the subtleties of breath, is a valuable practice for a healthy stress response. Our breath can help clear our mind and also give us space to see situations more clearly.

**CLASS IDEAS:** Stretching, Breathing, Nature/Mindful Walk, Guided Imagery

## POSITIVE CHOICES: Healthy Environment

**Objective:** This follow-up workshop is intended to revisit the importance of our choices in relationship to our environments. Participants will become more familiar with:

- Their top 5 places
- Their top 10 people
- The 8 elements of a healthy environment
- Creating a peaceful space
- Healthy sleep environment
- Setting up your environment for success

**Facilitator Considerations:** In this course you will ask the group 3 questions and discuss 3 healthy environment practices. It is recommended that you use a white board or flip chart to capture the participants' ideas and answers for the benefit of the group. You may also want to create a worksheet for the participants to write their answers.

**Corresponding Materials:** *Create Your Health worksheet page 61, 62, 63 • Wellness University™ course book page 34*

**Introduction:** Environments can promote health and are a direct reflection of your current state of wellness. Our environments can be very influential on how we feel. If you are surrounded by dullness and negativity, you may be depressed or in need of stimulation. If your environment is disordered and cluttered, you may need to clean the clutter both literally and emotionally. The people in our lives are also a part of our environment. If you are a generally positive person and surround yourself with positive, supportive people, you are promoting your wellness. The opposite is true of negative people and their effect on your wellness.

**Question #1:** List the top 10 people you spend the most time with in your life. Put a plus sign next to those who make you feel positive and a negative sign next to those that do not. By creating healthy boundaries in our relationships we can promote a healthy environment. A boundary is simply a limit. We set limits on what we do and will not do for ourselves and in relationships with others. Setting healthy boundaries implies that we set limits that are motivated by self-love and meeting our own needs.

**Question #1a:** What are some ways we can set healthy limits in our relationship with those who are negative? When we set healthy boundaries with others we are lovingly compassionate but do not "own" or take responsibility for meeting other people's needs or take on their problems to solve.

**Question #2:** List the top 5 places that you spend the most time. Put a plus sign next to the places that make you feel positive and a negative sign next to those that do not.

**Healthy Environment Practice #1: 8 Elements of a Healthy Environment**

*Use the Home Healing Environment Assessment tool on page 34 of the Wellness University™ course book.*

Thinking of the 5 top places you came up with, apply the 8 elements to create an ideal healing environment.

- **Comfort:** Is there comfortable seating and is the room welcoming?

## POSITIVE CHOICES: Healthy Environment- *continued*

- **Color:** What do the colors in the room inspire? Calming? Energizing? Distracting?
- **Natural Light:** Does the room have natural light with the windows open enough for a view?
- **Nature:** Does the room have anything alive and/or reminders of nature?
- **Sound:** Is the room naturally quiet? Is there access to healing music?
- **Smell:** Does the room smell good? Explore aromatherapy ideas such as diffusers and natural essential oil candles. There are even diffusers that plug into your car. Avoid artificial fragrances. Look for pure essential oils and natural items such as incense and fragrant leaves and needles.
- **Artwork:** Does the room have art or crafts that personally bring joy?
- **Low Clutter:** Is the room tidy, organized, and easy to navigate? Try a method by Marie Kondo approaching your stuff in the order of clothing, books, paper, miscellaneous, and mementos. Create 4 sorting piles; discard, donate, give-away to friends, keep. Hold each item and ask, "Does this bring me joy?" Then put the item in one of the sorting piles.

### Healthy Environment Practice #2: Creating a Peaceful Space

Making time to relax and rejuvenate is important in all of our lives. Having a special place set aside for relaxation will strengthen your efforts. If possible create a space that will only be used for relaxation practices such as breathing, meditation, prayer, etc. This space could contain a few items that inspire health, calming colors and minimal decorations that encourage you toward a deeper sense of peace. This space supports you when it is treated as a sanctuary for rejuvenation.

Think about your home environment. Is there a nook, closet, extra room, etc. that could be designated for a peaceful space? You could use a room divider or Asian screen to section off a little part of a larger room. Use the 8 elements or other organization techniques such as Feng Shui or Vaastu to create the ideal space. When you enter the space you want to feel instantly calm and serene.

### Healthy Environment Practice #3: Healthy Sleep Environment

Our environments can support our health or take away from it. This is true for our sleeping environment. There are a few recommendations from the leading research on healthy sleep.

- Calm, cool, and quiet room
- Soothing colors, non-stimulating
- Bedroom used for sleeping and romance only
- Comfortable and clean bed and bedding (is your bedding inviting?)
- No electronics in bedroom (except perhaps a music device with minimal lights)
- Peaceful and serene artwork and decorations
- Well ventilated
- Aromatherapy: calming scents diffused such as lavender, rose, frankincense, chamomile, and vanilla are relaxing.

### Question #3: Setting up for Success

We are making choices every day in many different areas in our lives. Our choices can support our health or subtract from our health. Our environment influences our choices.

## POSITIVE CHOICES: Healthy Environment- *continued*

- What are some strategies to set up your environment for success to support your nutrition choices?
- What are some strategies to set up your environment for success to support your movement choices?
- What are some strategies to set up your environment for success to support your self care choices?

**Conclusion:** A healthy environment supports our ability to make Positive Choices. Positive Choices are those that add to our health. Assessing our most frequently used environments is the first step in setting up for success. Use the Healthy Environment Assessment to look at what healing elements are present or lacking. Next think about ways to set up your environment so that it supports healthy choices, such as not having junk food in the house when you are trying to eat better. People are also a part of our environment. Creating healthy boundaries in our relationships will also promote a healthy environment and support your efforts of health.



## POSITIVE CHOICES: What Hungers You?

**Objective:** This follow-up workshop is intended to revisit the idea that we do not always eat out of stomach hunger. Participants will become more familiar with:

- Stomach hunger vs. emotional hunger
- 4 steps for positive nutrition choices
- When to eat guidelines
- Positive choices at the grocery store
- Setting up your environment for success

**Facilitator Considerations:** In this course you will discuss 3 questions, 2 mindful eating practices, and 3 strategies to help you make Positive Choices. It is recommended to use a white board or flip chart to capture the participants ideas and answers for the benefit of the group. You may also want to create a worksheet for the participants to write their answers.

**Corresponding Materials:** *Create Your Health pages 66-67 and worksheet pages 70-71 • Wellness University™ course book page 32*

**Introduction:** Culturally we encourage the use of food and overeating as part of the celebrations in our lives. Using food to make us happy is a national institution that has all kinds of medications associated with it. Medications help us when we overindulge, we take medications before we eat so we can eat things our bodies cannot tolerate, and we take medications to stimulate our appetite or depress it. The media promotes food as a mood enhancer on one hand and then on the other hand suggests that there should be some guilt attached to indulging. The message that food=happiness is so pervasive that many of us can no longer tell the difference between “stomach hunger” and “emotional eating.” Today we will look at some strategies for healthy nutrition choices.

**Question #1:** What are some indications of stomach hunger? *Examples:* physiological hunger triggered by the body’s need for energy, stomach growls, decreased energy, irritability, etc.

**Question #2:** What are some indications for emotional eating? *Examples:* triggered by some emotion, usually anxiety. Use food to cover feeling rather than express and release it.

### **Mindful Eating Exercise #1:** Noticing your feelings

Sit where you are. Take a deep breath and relax your thoughts. Notice how you are feeling in this moment.

#### • **How does your body feel?**

Simply notice and label the feeling but don’t let it pull or push you. *For example, my body feels heavy, my left leg is sore, my shoulders are tight. You don’t have to change anything, just notice it and give it a name.*

#### • **What emotions do you feel right now?**

Again, I am; just notice and name it. You don’t have to get attached to the story behind it. *For example, I am feeling angry, I am feeling anxious right now, I am feeling calm, etc.*

Noticing and naming your feelings without reacting to them will support your positive choices about when to eat. If we can become more accepting of our feelings as they are, we may not need to use food as a temporary relief.



## POSITIVE CHOICES: What Hungers You?- *continued*

### Positive Choice Strategy #1: When to Eat

Use the *Positive Choices: Use the When and What You Eat* worksheet on page 32 in the *Wellness University™* course book.

Research has shown the timing of our eating can have a positive or negative effect on our health. Let's look at some positive choice strategies for when to eat.

- Eating at a consistent time each day
- Eat a meal or snack every 3-4 hours, or as hunger guides you
- Eat breakfast within 1-2 hours of waking up
- Eat your biggest meal at midday
- Finish your last intake of food 2-3 hours before bed
- Fast for 12 hours between dinner and breakfast

Another useful tool is the hunger/satiety scale. Think of a scale from 0-10. 0 is completely empty and 10 is completely stuffed. If we get too empty we can start to get irritable or "hangry." If we are too full then we lose our energy and motivation, feel discomfort in our body, and inhibit our ability to properly digest.

- Eat when you are at a 3 on the scale
- Stop eating when you are at a 7 on the scale (you can always eat again in a few hours if you are hungry)

### Mindfulness Practice #2: Breathe, Eat, Rest, Digest

In the Breathing Key we discussed switching tracks from the fight-or-flight response to the rest-and-digest response to feel healthy. This is an important practice to do before you eat.

- Take 3 slow, deep belly breaths. Relax your mind and let go of the to-do lists.
- Smell your food, look at your food, maybe even touch your food a little with clean hands.
- Then enjoy each bite with a heightened awareness of the textures, tastes, and sensations you experience.
- After you have eaten an amount of food that would fit in your cupped hands, take a couple more gentle deep breaths and see if you are close to satisfied.
- Stay calm for 20-30 minutes or more after you eat. Maybe take a relaxing walk noticing how you feel without turning on the busy mind.

### Positive Choice Strategy #2: 4 Steps for Healthy Eating

- 1) *Eat Green Light Foods: Add greens, vegetables, fruits and whole grains to your diet. Fresh whole foods are full of energy and life. They are designed to work with your body's natural process of digestion, assimilation, and elimination.*
- 2) *Do not diet: Aside from some specific medical diets, the concept of dieting is a big business with little results. Instead monitor what you eat, when you eat it, and why.*
- 3) *Eat with awareness: Take time to eat slowly and mindfully. Do not eat standing, on the run, or at your desk. Don't skip meals when you can help it. Chewing your food helps initiate the digestive process; gulping food*

## POSITIVE CHOICES: What Hungers You?- *continued*

*gives you indigestion. "Eat less and chew more" is an old Swedish proverb that can be helpful to remember. Take a few deep breaths before starting your meal as well as after. Taste your food. Try to make your meal pleasurable and relaxed. Stop when you feel done, and let go of the guilt around not cleaning your plate!*

4) Eat for energy: *Notice the internal motivation for your hunger. Is it stomach hunger or emotional hunger?*

### **Positive Choice Strategy #3: Shopping for Health**

**Part 1: Read Ingredient Labels First.** Avoid ingredients such as high fructose corn syrup/corn syrup, partially hydrogenated oils, bleached/refined/enriched flours, sugar and sugar substitutes, monosodium glutamate (MSG), and preservatives. *Eventually you will find yourself shopping on the outer isles of the grocery store where more of the whole foods are found.*

**Part 2: See what is in your cart.** The next time you shop see if you have any of the following items in your cart? Greens? Whole grains? Vegetables? Fruits? Healthy protein? Other?

**Question #3:** Setting up for success . Set up your kitchen and pantry to support you for healthy eating.

- How can we arrange our kitchen to support health?
- How can we organize our cupboards and pantries to support healthier choices?

**Conclusion:** With so many fad diets and confusing information from the food industry, it can be challenging to make informed positive choice about our nutrition. Using mindfulness practices to get in touch with our feelings can help take some of the emotional influence out of our food choices. Creating a schedule of when you eat helps make your efforts more consistent and can improve your health when in line with recommendations mentioned earlier. Also setting up your food environments for success by removing emotionally charged items, work, and distractions such as phones and media, while adding items that support healthy choices. Eat for energy. Eat primarily whole foods full of life. Don't eat too much. Relax and enjoy the process.

**CLASS IDEAS:** Mindful Movement Classess (Yoga, Pilates, Tai Chi, Feldenkrais®)

## BALANCE: True You

**Objective:** This follow-up workshop is intended to revisit the effect of how we chose to spend our time influences our level of balance. Participants will become more familiar with:

- Identifying obstacles to feeling “balanced”
- The 4 elements of balance
- Overdoing = imbalance
- Connecting with life mission

**Facilitator Considerations:** In this course you will ask the group 2 discussion questions, guide them through 4 partner activities, take 1 Balance Assessment, and practice 1 Balance Exercise. It is recommended that you use a white board or flip chart to capture the participants ideas and answers for the benefit of the group. You may also want to create a worksheet for the participants to write their answers.

**Corresponding Materials:** *Create Your Health pages 86, 87, and 90, and worksheet pages 88, 89, and 91 • Wellness University™ course book pages 37, 38, 39, and 40*

**Introduction:** Balance can be looked at from several different angles. It is defined as an equal distribution of all factors such that no one factor is given more time or attention than the others. Our approach to the 5 Keys also can affect how balanced our lives become. A preoccupation with one key over another does not promote balance and harmony. Today we will look at how we balance our activities in life and how they may or may not connect with our life’s mission and purpose.

**Question #1:** What are some obstacles to balancing your life? *Some examples:* negative friends, too busy, work too much, family obligations, etc.

**Balance Exercise #1:** Connecting with Your Life Mission

**Part 1 -** (Optional – uses pages 87-89 in *Create Your Health*)

Sit comfortably, close your eyes, take a deep breath and relax your shoulders.

Clear your mind and imagine that you are looking at a blank movie screen.

Ask yourself silently, “What is my life’s mission,” and simply observe what comes up.

Ask again and again with openness and curiosity. Observe whatever is there.

Make a note of any thoughts, images or feelings you experienced.

**Part 2 -**

Close your eyes again and relax into you body.

Now imagine when you were 9, 10, and 11 years old.

Remember how you felt about life at that time.

What brought you joy then? What activities did you really enjoy?

What did you like to do when you were 9 years old?

Make notes of any thoughts, images, or feelings you experienced.

## BALANCE: True You- *continued*

### Part 3 -

Clear your mind and relax again into a calm space.

Now look into your mind and see if you can discover any consistent messages life has given you along the way.

Have you ever felt like life was guiding or directing you on a path?

Make notes of any thoughts, images, or feelings you experienced.

### Part 4 - (Optional – *Create Your Health True Work Activity* on pages 88-89)

Some may decide that their life's mission does not support them financially. If that is the case, then you must at least engage in your true work as an avocation. Balance and health are heavily reliant on each of us engaging in our true work. Remember, this is often how you meet your needs and find meaning in your life. Once you know your mission, practice it at least 40 minutes daily.

### 4 Elements of Balance

**Work:** Something you do that serves others or a purpose or contributes to a goal

**Study:** Something you learn or do that challenges you

**Play:** Anything that brings you joy or makes you smile

**Rest:** Something that refreshes and relaxes you without stress

*Draw the balance chart on the whiteboard or flip chart and populate it with the 4 elements.*

#### Partner Activity #1: TRUE WORK

Get into partners or small groups. Take time for each person to discuss their True Work. True work is something that you do that serves others or a purpose or contributes to a goal. It brings you joy and inspires you. *List or discuss some examples.*

#### Partner Activity #2: TRUE STUDY

Get into partners or small groups. Take time for each person to discuss their True Study. True study is something you learn or do that challenges you. What new things have I done? What increases my creativity? *List or discuss some examples.*

#### Partner Activity #3: TRUE PLAY

Get into partners or small groups. Take time for each person to discuss their True Play. True play is anything that brings you joy or makes you smile. It makes you feel good. *List or discuss some examples.*

#### Partner Activity #4: TRUE REST

Get into partners or small groups. Take time for each person to discuss their True Rest. True rest is something that refreshes and relaxes you without stress. It replenishes and rejuvenates you. *List or discuss some examples.*

**Question #2:** What balance activities have you been over-doing? Which activities have you been under-doing? Your answers are an indication of a good place to start with new balance practices.

## BALANCE: True You- *continued*

### **Balance Prescription**

Use the Balance Prescription on page 38 of the Wellness University™ course book.

**Conclusion:** Through Self Love and Breathing, your body and mind are working as a team. You are making Positive Choices that support your health. With these practices we need to find balance. Balancing our True Work, True Play, True Study, and True Rest takes a little care each day, being sure that we don't overdo any one thing. The more we connect our actions and activities to our life's purpose the more fulfilling each activity becomes.

## BALANCE: I Want To

**Objective:** This follow-up workshop is intended to revisit balance and how we view our time and what motivates our actions. Participants will become more familiar with:

- The negative influencers
- Aligning your wants with your actions
- Using a balance wheel
- Illness and balance

**Facilitator Considerations:** In this course you will ask the group 2 discussion questions and guide them through 2 balance activities. It is recommended that you use a whiteboard or flip chart to capture the participants' ideas and answers for the benefit of the group. You may also want to create a worksheet for the participants to write their answers.

**Corresponding Materials:** *Create Your Health* pages 81 and 83 and worksheet pages 82, 84, and 85 • *Wellness University™* course book pages 38 and 40

**Introduction:** How we spend our time has a strong influence on our state of health. It is easy to get stuck thinking we don't have enough time for the things we want to do because we have to do so many other things. Time is relative to each individual influenced through how they view their tasks. We may have more free time than we think if we can become more efficient with how we spend our time. Increasing our balance in life not only increases our productivity, it also harmonizes the body and mind creating ease and health.

**Question #1:** What are some strategies to be focused and more efficient on tasks? *Some examples:* make a list, stay organized, create task time limits (30-60 min. daily), etc.

### Balance Activity #1: The Should List

#### Part 1 -

Sit comfortably, take a deep breath and clear your mind.

Imagine your "should" list. Think of all the things you should do, need to do, and have to do.

Notice how you feel.

Write answers on feelings rather than details of events.

#### Part 2 - (Optional: Use the "Have-To" Blues activity on page 85 of *Create Your Health*)

Write down your top 3-5 things on your should list.

Now re-write the statement with "I want to" in place of "I should," "I have to," etc.

Test out the statement and see if it is really true for you.

If No, then consider what it would take to not do it anymore.

If Yes, then say "I want to!" instead of "I have to."

## BALANCE: I Want To- *continued*

**Balance Activity #2:** Making time. Draw a balance wheel on the board or flip chart. Balance wheel = circle with 24 slices.

**Part 1 - How I Spend My Time.** Enter the amount of time you spend each day for the following categories:

Work (career or stay at home work)	_____	Food – shopping, preparing, eating	_____
Sleeping or resting	_____	Household chores	_____
Family or relationship time	_____	Exercise	_____
Driving	_____	Other	_____

**Part 2 - Balance wheel.** Fill in the balance wheel with the average number of hours you spend each day on each category.

**Question #2:** How can an imbalance in our lives be related to illness? *Some examples:* illness gives us a moment to stop, wake-up call, over-doing can deplete our energy, etc.

Balance is the most active of the 5 Keys because it is the vehicle from which you consciously choose to practice the other 4 Keys. Balance and harmony are the direct reflection of choices. As such, the level of balance in your life at any given time provides information about where you are in practicing self-love and acceptance, trust, the practice of breathing and making positive choices. When we get sick, it provides us with the opportunity to reflect on the meaning of the illness.

**Reflection on Illness:** Why now? What was going on in my life that I chose to become ill? What feelings or thoughts have I been holding in my body that I have not released? How can I heal and move on?

**Conclusion:** Our state of balance depends heavily on our ability to trust that we can take time for ourselves and make ourselves a priority. It engages quite a bit of negative self talk about being “selfish” as well as lots of “shoulds” and “oughts.” Intuitively we do know that if we don’t find time for self then we lose our energy, and feel drained, resentful, and stressed. That leads to illness. Most of us do not reflect on the illness process, we just react to becoming ill by wishing it would go away. We medicate and move on and may be initially uncomfortable with the idea of owning what has happened. The illness process provides us with a wake-up call that something deeper is going on. If we listen, it is telling us that we are out of balance, out of alignment with ourselves, and that we may not be taking care of ourselves. Self-love, Breathing, Positive Choices, and Trust are all done each moment of every day. Balance is the way you manage your life or “spend your time.” You can manage toward optimum health or you can think and react your way into illness.

**CLASS IDEAS:** Balancing, Tai Chi, Yoga, and Meditation

## TRUST: Forgiveness & Gratitude

**Objective:** This follow-up workshop is intended to revisit the importance of forgiveness and gratitude as tools to strengthen our level of Trust. Participants will become more familiar with:

- Where forgiveness begins
- Steps of forgiveness
- Gratitude practices
- When to practice gratitude

**Facilitator Considerations:** In this course you will ask the group 2 discussion questions and guide them through 2 balance activities. It is recommended that you use a whiteboard or flip chart to capture the participants' ideas and answers for the benefit of the group. You may also want to create a worksheet for the participants to write their answers.

**Corresponding Materials:** *Create Your Health worksheet pages 104, 105, 106 • Wellness University™ course book pages 46 and 47*

**Introduction:** Trust is interconnected with our attitude and beliefs. Our attitude and beliefs may grow and change through our lives. They are influenced by our experiences from the past and our hope for the future. Today we will look at forgiveness, or healing the past experiences that have affected our level of trust, and gratitude, as a daily practice to rebuild our trust in ourselves, and our future.

**Question #1:** Where does forgiveness begin?

Write down answers from the group. Forgiveness begins within ourselves.

**Trust Practice #1:** Practice Forgiveness

Steps of forgiveness

Take responsibility for your hurt

Don't take it personally

Release it

Find peace

*Get some examples from the group of other techniques or helpful sayings about forgiveness.*

Forgiveness does not mean that you accept responsibility for the hurtful behavior of others. Some behaviors are unforgivable. Instead, you learn to let go of the personal hurts the behavior induced and your decision to keep carrying it. Forgiveness always starts with ourselves.

**Forgiveness Practice**

Close your eyes. Take a deep breath and relax your jaw and shoulders.

What happened? Can the outcome be changed in any way?

What keeps you holding on to the feelings about what happened?

What would have to happen for you to forgive and let go?



## TRUST: Forgiveness & Gratitude- *continued*

*(This is not about what the other person must do, as you have no control over what they do; this is about what you must do to stop carrying it.)*

When and how will you forgive and let go?

What were some feelings you experienced before letting it go?

What were some feelings you experienced during the process of forgiveness?

What were some feelings you experienced after you let it go?

**Question #2:** How does gratitude relate to forgiveness? *Examples:* It is hard to hold a grudge when you are grateful...

### **Trust Practice #2:** Gratitude

Stop • Sit still • Close your eyes • Start deep breathing • Count your breaths • Just listen

Start thinking about all the reasons to be grateful or thankful

There are many, many reasons to be grateful. You can be grateful for just about everything in your life. When you start to feel grateful, you start to notice more reasons to trust. You may notice when people are kind or generous or you notice all the beauty around you or you may just notice how easy it is for you to play and enjoy life.

**Question #3:** What are some good times to practice gratitude? *Some examples:* beginning and end of your day, before each meal, at group gatherings, before difficult tasks, etc.

- Trust is the source of wellness (physical, mental, emotional, spiritual)
- Trust is about the relationship with self
- Trust is when you realize that your projections, expectations, and actions equal what you receive.

**Conclusion:** Trust is like the glue that holds the other Keys together. Our level of trust in ourselves influences our projections of how we interpret the world, what we expect back from the world, and our actions in the world. Two powerful practices to build more trust are forgiveness and gratitude. When we forgive we can let go of the negativity we've been carrying around. There is scientific research that forgiveness is good for your health. People who hold on to grudges, grievances, and blaming have more physical illnesses than those who don't. Gratitude is a tool to build trust as well as assist in our letting go process. Practicing gratitude reconnects us to the circle of life and our interdependence.

## TRUST: What Do I Believe?

**Objective:** This follow-up workshop is intended to reconnect participants with their core beliefs and attitudes as an indicator of trust. Participants will become more familiar with:

- Personal values
- How attitudes and beliefs affect trust
- Inner voice of intuition
- The trust line

**Facilitator Considerations:** In this course you will ask the group 3 questions, guide the group through 3 trust exercises, discuss 2 trust stories, and take home 1 trust practice. It is recommended that you use a whiteboard or flip chart to capture the participants' ideas and answers for the benefit of the group. You may also want to create a worksheet for the participants to write their answers.

**Corresponding Materials:** *Create Your Health* pages 96 and 97, and worksheet pages 100, 104, 107 • *Wellness University™* course book pages 42, 44, 47

**Introduction:** Trust is interconnected with your attitude and beliefs. What does your attitude have to do with being healthy? Well, your attitude is actually the “health glue” that keeps the other keys together. The truth is, life can be messy sometimes. Life presents you with many challenges. These challenges give you learning opportunities as you pass through life’s tests. Revisiting your values and beliefs can help you understand your level of trust and how it can affect your health.

**Question #1:** Where does forgiveness begin?

Write down answers from the group. Forgiveness begins within ourselves.

**Trust Assessment: I Am**

Use page 44 in the *Wellness University™* course book

**Question 1:** Think about how you learned things such as walking, meeting friends, and playing new games as a young child. How does that learning experience compare to how you learn things now?

*Some examples:* I knew I could do it when I was young, I doubt myself now/then, I could give the activity my full focus...

**Trust Exercise #1:** (Optional – see the worksheet on page 100 in *Create Your Health*)

What do I believe?

I believe that I am \_\_\_\_\_

I believe that people are usually \_\_\_\_\_

I believe I can do \_\_\_\_\_

I believe life is \_\_\_\_\_

**Trust Story #1: Story of a boy who didn't trust.** Tommy was different. He didn't have many friends and his parents were always working. Because he was alone a lot, he spent most of his time outside playing with animals. He trusted animals. He didn't trust people. He didn't trust his parents because they worked a lot and weren't home after school like many other parents. He tried to make friends but when he would tell them about things he liked to do, the friends seemed to disappear. Tommy enjoyed school but he didn't

## TRUST: What Do I Believe- *continued*

trust his teacher. She was always pointing out his special talents with animals. Tommy didn't want people to notice him. He didn't think he was special. He thought he was weird and he was sure that everyone else agreed with him. He watched the kids play at recess and he thought they all seemed much happier than he was.

*What does Tommy believe about himself, about people, about his talents and about life?*

**Trust Story #2: Story of a boy who trusted.** Tommy was different. He had hardworking parents who left him alone often. He spent most of his time playing outside with animals and he learned what many of them needed to survive. He even nursed a baby deer that lost its mother. He shared his stories with his teacher and she encouraged him to bring in a few of his animal friends. As he shared his knowledge with his classmates, they were all amazed and a little intimidated. How did an eleven year old boy know so much about animals? He realized that most of the kids his age did not enjoy the same things he did. So, he joined an animal keepers club and found many friends of all ages who also had the same interests and gifts that he had with animals. Tommy always found ways to enjoy himself.

*What does Tommy believe about himself, about people, about his talents and about life?*

### Trust Exercise #2: Trust Line

Create two columns on the board or chart. On the left write the header "Trust" and on the right "Distrust." See below for details. Participants can mark where they are on the trust line.

**People are kind & friendly** **People are not nice or helpful**  
<Trust \_\_\_\_\_ Distrust>

**Life is fun** **Life is hard**  
<Trust \_\_\_\_\_ Distrust>

**Good things usually happen** **Bad things usually happen**  
<Trust \_\_\_\_\_ Distrust>

**I can do most anything** **I'm not good enough**  
<Trust \_\_\_\_\_ Distrust>

**I'm likeable** **I'm not likeable**  
<Trust \_\_\_\_\_ Distrust>

Now give yourself some advice. How can you move closer to Trust in each area if you are not already there?

### Trust Exercise #3: What do I value? (See the worksheet on page 107 in *Create Your Health*)

Sit comfortably. Start deep breathing, and clear your mind. Reflect on the following questions. Let the answers come without judgment.

What do I value? \_\_\_\_\_

What core principles do I take as my truth? \_\_\_\_\_

How do I serve myself? My relationships? My world? \_\_\_\_\_

What is the vision of my life? My mission or life theme? \_\_\_\_\_

How do I stay connected? \_\_\_\_\_

## TRUST: What Do I Believe- *continued*

Reflect on your answers. How are they reflected in your current life?

Our inner voice of guidance becomes stronger the more we trust. Our Inner Critic expresses our levels of distrust.

**Question #2:** What are some indications our Inner Guide or intuition is speaking to us?

**Question #3:** What are some indications that our Inner Critic is speaking to us?

*Write down answers from the group and compare with the table below.*

INNER CRITIC	INNER GUIDE
• Self-involvement	• Service
• Fear-based emotions	• Love based emotions
• Stress reactive	• Stress responsive
• Separate from others, independent	• Interdependent
• Intellectual/rational bias/denial	• Body/mind/spirit balance
• Force	• Power

**Trust Practice #1:** Inner Voice of Guidance. *The practice below can be given as homework for the following week.*

There are many ways to connect with your inner voice of guidance or intuition. It involves removing yourself from the company of others and any major distractions. Choose one or more of the following suggestions and practice them for a week. Write or draw your observations in your journal.

Sit quietly and practice diaphragmatic breathing and just listen.

Send out a mental question and then just sit, letting go of expectations.

Take a walk in nature.

Sit by a stream, under a large tree, or on a large rock.

**Conclusion:** So what are we trusting in? We are trusting that we have a core connection with everything and everyone. We are trusting that our vision, our purpose, the experiences we have, are part of a bigger picture of which we are a part. We are trusting that our life has its own inherent rhythm and when we partner with our true self we can create the life we want, our health, and happiness. We are trusting that we have all the wisdom, knowledge, and creativity necessary to resolve any problems that confront us. We are trusting that the world is a loving, creative, and joyful place where connection with self and others is not only possible but is the norm. We see the positive intention in all our interactions and are compassionate and forgiving when we bump into negativity and negative intentions. Trust is a lifelong journey and probably the most important part of being in a physical body. Practice self-compassion and acknowledge your humanness at all times!

**CLASS IDEAS:** Meditation (mindfulness, loving kindness, "I AM"), Team Building Exercises, Guided Imagery

# APPENDIX D: Green Light Foods

## POSITIVE CHOICES: GREEN LIGHT FOODS

### THIS IS ONLY A SMALL LIST OF ENERGY PROMOTING OR “GREEN LIGHT” FOODS.

Do some research on your own to learn more about these foods and the benefits (or harm) of the other foods you eat. Search “Health Benefits of...”

**Coconut Water** – Comes from young coconuts, also available in cans and bottles.

- The pure stuff has actually been used as an I.V. in the tropics when standard I.V. solutions weren't available.
- Contains essential electrolytes, rehydrates and replenishes the body
- 100% natural (always check the labels) alternative to sugary, colored sports drinks
- Potassium / sodium ratio 4:1
- Neutral pH, some say it soothes the stomach
- Contains potassium, sodium, manganese, magnesium, iron, folic acid, calcium, zinc, niacin, phosphorus

**Coconut Oil** – Healthy fat. Good for inside and out. Extra virgin raw cold pressed is best!

- Good for cooking, baking, massage oil, hair conditioner, sunburn therapy (best with raw aloe), hot spots on skin (rashes, etc). It is even safe as an intimate lubricant.
- Contains short and medium chain fatty acids which benefit the thyroid and can assist in weight management.
- Anti-fungal, anti-microbial, anti-viral (lauric, capric, & caprylic acid)
- Said to benefit HPV, influenza, cytomegalovirus, even HIV, listeria monocytogenes, helicobacter pylori, giardia lamblia
- Though it is high in saturated fat, it is of a quality that the body can assimilate with ease and doesn't raise your LDL cholesterol. It may be beneficial for raising your HDL levels as well.
- USES: put it in a smoothie, cook a stir fry or curry with it, place a spoonful in your hot chai tea (or other tea), spread it on toast with a little coconut sugar and cinnamon, replace the butter in your baking recipes, and much more.

**Brazil Nuts** – High energy nuts

- Good unsaturated fats
- 4g protein & 2g of fiber per ounce (about 6 nuts)
- 774% of selenium per ounce – helps immune function and thyroid
- Calcium, iron, magnesium
- USES: eat them raw and chew thoroughly, crush them up and add them to recipes or salad; be creative - you only need to eat six of them!

**Chia Seeds** – Aka Salba. Not just for weird kitchen decoration anymore.

- Provides sustained energy with minimal bulk. Good for athletes and active people that need a boost without feeling weighed down by a meal.
- Complete protein
- Omega 3 & 6 fatty acids (maybe even more than flax seed)
- Hydrophylic – helps the body stay hydrated
- USES: sprinkle on salad, soup, or any meal. Eat by the handful for an energetic, light snack. Place a TBL or more in a cup and fill cup with coconut water, let sit for 10 or more minutes (can even refrigerate for later), then drink it up. Be creative. Check your teeth after eating.

## Positive Choices: Green Light Foods- *continued*

### **Chia Seeds** – *continued*

- Balances blood sugar by slowing the conversion of carbs into simple sugars
- Antioxidants, vitamins, and minerals

**Seaweed** – It's like a vitamin/mineral supplement all in one! To help get it down try talking like a pirate between bites. There are many varieties and flavors. Read the label. Olive oil or sunflower oil is the best. Most of the time you will find canola or peanut (which have their ups & downs)

**Minerals** – calcium, sodium, magnesium, potassium, iodine, iron, zinc, all in sufficient amount

**Vitamins** – A (beta carotene), B1, B2, B6, niacin, C, pantothenic acid, folic acid, and trace amounts of B12!

**Varieties of "Brown Seaweed"** – Kombu, Wakame, Hijiki, Arame

- Some may have more antioxidants than blueberries!
- USES: put in soups or sprinkle the crispy kind on salads. Grind into small pieces and mix with sesame seeds, sea salt, pepper, and other spices for a nice kick to your food. Try cooking the harder varieties in with your rice or pasta. Look up some recipes online. Have fun with this sea food.

**Cacao / Chocolate** – Food of love

- Contains phenethylamine (PEA the feel good neurotransmitter responsible for the feeling of love!)
- Cacao has higher antioxidants than black tea, green tea, and red wine. In its raw state it has more than goji berries, acai berries, and blueberries. In the form of dark chocolate it has about as much as blueberries.
- Epicatechin (an antioxidant) promotes improved blood circulation and relaxation of the coronary blood vessels. Improves overall cardiovascular functions in humans
- Beta-sitosterol (and other antioxidants in cacao) play a protective role against cancer
- High cacao content chocolate can lower serum cholesterol and raise HDL (good cholesterol)
- Can assist in treating diabetic symptoms
- Improves mental health. Cacao (and other dietary aids) might eliminate the need for anti-depressant drugs in the future.
- Lowers blood pressure
- Choose high quality, organic and fair trade when available. No lower than 70% cacao in your chocolate bar to get the benefits.
- Try raw cacao nibs in your smoothie, baked goods, trail mix, etc. They pair well with goji berries, cashews, mulberries and pistachios.
- Raw chocolate is the very best, yet is expensive. Look for Sacred Chocolate – one of my favorites.
- May be habit forming
- Raw cacao/chocolate preserves the antioxidants and has increased benefits.

**Goji Berries** – Aka Wolf Berries. A secret of longevity in the far east.

- Rich in antioxidants and Vit A, Vit C, riboflavin
- Minerals: copper, magnesium, potassium, selenium, & zinc
- Rich in polysaccharides like prebiotic fiber which can help lower cholesterol
- May prevent macular degeneration in the eyes
- Some studies using goji berry juice found benefits in mental well-being and calmness, athletic

## Positive Choices: Green Light Foods- *continued*

### **Goji Berries-** *continued*

performance, happiness, quality of sleep, and feelings of good health. These are preliminary studies that need to be repeated before definitive conclusions can be drawn

- USES: soak a small handful in hot water as a tea, then drink the liquid and eat the plump berries. Dried berries can be added to trail mix, hot cereal, soups, stir-fry, and other dishes. For moist berries soak in some pure water in a sealed jar, keep it in the fridge and consume within 7-10 days.

**Quinoa** – Over 5,000 years ago, high in the Andes mountains, the Incas began to cultivate quinoa (pronounced keen-wah) as one of their staple crops, believing that it gave power and stamina to their warriors. Quinoa was also used in their ceremonial rituals. When Spanish conquistadors arrived in South America in the sixteenth century, they burned and destroyed the quinoa fields as part of the effort to annihilate Inca culture. But quinoa survived by growing wild in the mountains or by being cultivated in secret in small quantities. In the 1980s, two North Americans stumbled upon this ancient, super-nutritious food and began cultivating it near Boulder, Colorado. Since then, quinoa's popularity has exploded worldwide. Read more: <http://www.livestrong.com/article/4695-need-health-benefits-quinoa/#ixzz2UnnhUMLP>

- Complete protein (it is actually a seed not a grain!)
- High in iron & calcium and contains manganese, magnesium, and copper
- Good source of fiber
- Gluten free
- Alkaline-forming
- Good source of riboflavin

**Yerba Mate** – High energy tea of South America.

- Good source of vitamins, antioxidants, and minerals
- Vit A, C, E, B1, B2, Niacin, B5, B Complex
- Minerals: calcium, manganese, iron, selenium, zinc, phosphorus, potassium
- Other beneficial compounds: carotene, fatty acids, chlorophyll, flavenols, polyphenols, inositol, trace minerals, antioxidants, tannins, pantothenic acid and 15 amino acids
- Said to stimulate focus and clarity, boosts physical energy, supports weight loss, and aids elimination.
- It has a "cleaner" energy than other caffeine sources due to certain accompanying compounds. It won't give jitters (most of the time when consumed in moderation).
- USES: as a hot tea or cold tea. Try brewing it with mint or another of your favorite herbs. Available in tea bags, loose leaf, concentrates, bottles and prepared beverages.

**Green Tea** – Check out webMD for more fun info on green tea studies.

- High antioxidants
- Antioxidants are dilators, can potentially aid in heart health. Some studies show that 4 or more cups a day may reduce the severity of coronary heart disease.
- Shown to fight obesity and lower LDL cholesterol
- Promising studies in reduction in risk and recurrence as well as inhibition of cancer growth
- Best way to get the benefits is to drink it. At least a few cups a day some researchers say

**Purslane** – Sometimes discarded as a weed! This nutrient dense plant is also known as Pig Weed & Cat's Tongue. You may have it in your garden already!

- Benefits skin, urinary and digestive systems as well as many other health benefits.



## Positive Choices: Green Light Foods- *continued*

### *Purslane- continued*

- Highest omega-3 (ALA) content in leafy greens. Eating purslane is more effective than taking an omega-3 supplement. Research studies show that consumption of foods rich in omega-3 fatty acids may reduce the risk of coronary heart disease, stroke, and help prevent the development of ADHD, autism, and other developmental differences in children.
- Purslane is not only a good source of fatty acid, it also offers plenty of minerals, including zinc, phosphorus, manganese, copper, magnesium, calcium and copper, plus vitamins, antioxidants (betalain alkaloid pigments: beta-cyanins & beta-xanthins) and other beneficial nutrients like alphanatocopherol (vitamin E), tocopherols, riboflavin, niacin, pyridoxine, carotenoids, vitamin C and beta carotene (Vit A).
- A few other beneficial substances found in this weed are: pectin which is believed to reduce LDL (low-density lipoprotein, the bad cholesterol), antioxidants, dopamine (a muscle relaxant agent), noradrenaline and CoQ-10 (Coenzyme Q-10), which is found in every living cell and supplies them with energy.
- Contains glutathione. Glutathione is an antioxidant found in every cell of the body and helps to remove toxins. It starts to diminish as you age and can lead to impaired function of liver, increased toxins in the bloodstream, and potentially cell and organ damage. Glutathione needs to be replenished as you age and will assist in healthy aging.

### **Avocado** – Whether it's by the spoon, chips and guacamole, or creamy facial, avocados are great!

- Most avocado fats are monounsaturated which may help lower triglyceride levels. One or two per day may lower levels as much as 20%.
- Lowers LDL or bad cholesterol through compound beta-sitosterol. Raises good cholesterol
- Good source of potassium which helps regulate blood pressure
- Contains polyphenols and flavonoids which have anti-inflammatory properties
- Contains carotenoid lutein which protects against age-related eye generation and cataracts
- Avocados have been shown to inhibit the growth of prostate cancer, destroy oral cancer cells, assist in the prevention of breast cancer.
- Good for a healthy heart – Vitamin B6 and folic acid – also may protect against strokes, and is good for healthy fetal development
- The good fats in avocado can reverse insulin resistance. Also contains soluble fiber
- Contains glutathione – healthy aging
- Good breath. Cleanses the intestines which is the real cause of coated tongue and bad breath.
- Avocado assists in nutrient absorption when eaten with other foods.
- Great for the skin and conditions like psoriasis
- A healthy source of calories

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