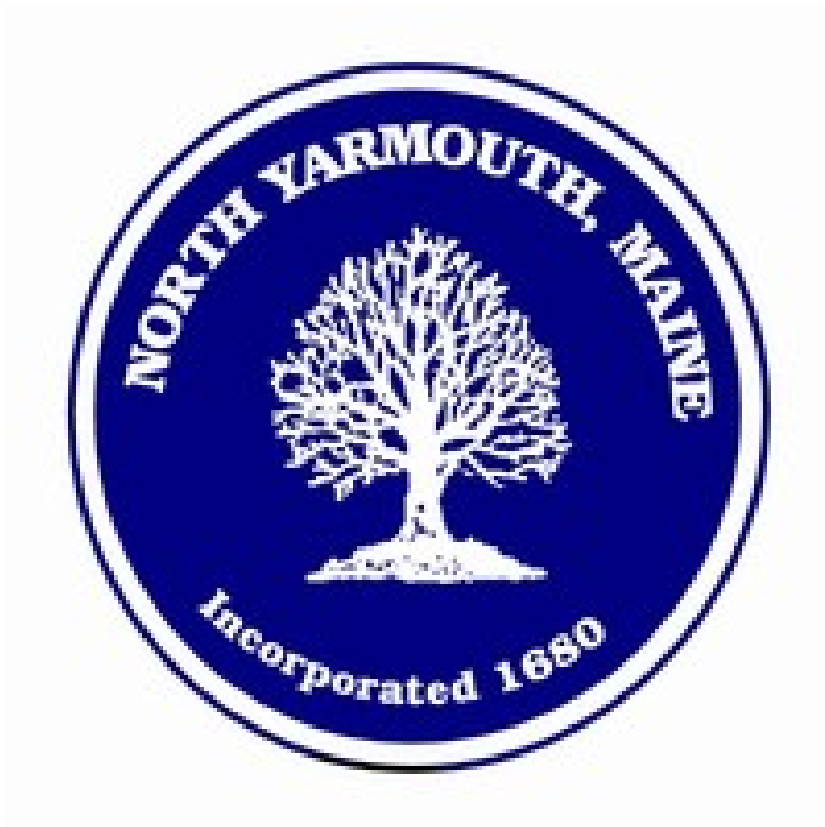


Town of North Yarmouth



Wellness Program

APPROVED BY:

DATE ENACTED: 08-12-2021



WELLNESS WORKS



EMPLOYEE INCENTIVE PROGRAM PARTICIPANT HANDBOOK 2021

Maine Municipal Employees Health Trust

Call us at 1-800-452-8786
Visit us on the web at www.mmeht.org



***Wellness Works* is the Health Education and Promotion Program of the
Maine Municipal Employees Health Trust**

Wellness Works Staff

Anne Charles – Health Promotion Manager
Abigail DiPasquale – Health Promotion Coordinator
Danielle Yale – Health Promotion Coordinator
Amanda Nile – Health Promotion Assistant

Contact us: Wellness Works
Maine Municipal Employees Health Trust
60 Community Drive
Augusta, ME 04330

Phone: (800) 452-8786

(207) 621-2645

Fax: (207) 624-0126

E-Mail: wellness@memun.org

***WELLNESS WORKS* EMPLOYEE INCENTIVE PROGRAM**



WELCOME TO THE *WELLNESS WORKS* EMPLOYEE INCENTIVE PROGRAM!

This handbook contains information to help you start and maintain your own personal wellness enrichment program. First, though, let's look at a few concepts that define wellness.

WHOLESOMENESS

A healthy lifestyle involves self-care in all the dimensions of the self: the physical, intellectual, emotional, spiritual, social and occupational areas. All parts are equally dependent on each other for harmonious living.

RESPONSIBILITY

Maintaining a healthy lifestyle is a daily choice. The values, beliefs, and attitudes we choose about our health often determine whether we live with good or poor health habits.

COMMITMENT

Living a healthy lifestyle may add years to your life, but may also add "life to your years!" To quote the ancient Greeks, "Die young as late in life as possible."

WHAT IS THE *WELLNESS WORKS* EMPLOYEE INCENTIVE PROGRAM?

The *Wellness Works* Employee Incentive Program is designed to encourage you to get regular physical activity and maintain healthy behaviors that will increase your health and vitality. To encourage you to get started on your personal incentive program and stay with it, you'll be able to earn valuable rewards all year long. The incentive program may offer two "tracks" in order to meet each participant's individual preferences. However, not every wellness group offers both tracks. Please check with your Coordinator to determine if your program does.

TRACK A: This track is for people who belong to health clubs and would prefer reimbursement on a portion of their club fees rather than earning points for incentive rewards. The maximum reimbursement for Track A will be determined by each group's Wellness Committee.

TRACK B: This track is for people who would prefer to receive incentive rewards, such as shopping bags and pottery mugs, as they accumulate points and reach each point level (150, 300, 450 and 600). Read on for a list of incentive rewards offered in 2021 (pictures and descriptions of these items are included).

For both Tracks, you are required to keep a record of your wellness activities on the Exercise/Activity log card.

HOW DO I ENROLL IN THE PROGRAM?

You can sign up with your Wellness Coordinator by filling out a *Wellness Works* Employee Incentive Program Application. This book you are reading is your participant handbook! In the back of this book you will find a year's worth of Exercise/Activity Logs.

WHAT DO I DO WITH MY EXERCISE/ACTIVITY LOG?

At the end of every quarter (March, June, September and December), you will need to submit your Exercise/Activity Log to your coordinator. The points you've earned will help you qualify to receive a variety of rewards. (See the Rewards Point System in upcoming sections.)

WHO KEEPS TRACK OF HOW MANY POINTS I'VE EARNED?

You do. To record your physical activity, use the log pages at the end of this handbook. The three-month calendar on the front page of the Exercise/Activity Log with the other side of your log card listing other healthy activities and behaviors that can earn you added points towards rewards.



INCENTIVE POINT SYSTEM

Your exercise/activity log contains a list of various activities (e.g. exercise, health screenings, etc.) with assigned values. These activities are listed on this page. Record your exercise activities on the front of the activity log and your other wellness activities on the back of the log. You can also earn “Theme of the Quarter” bonus points, as shown on the back of your exercise/activity log.



Exercise: Activities that involve moving your body to gain flexibility and strength while increasing your heart rate. These include, but are not limited to: brisk walking, cycling, swimming, aerobic classes, weight training, etc.

One session = 30 minutes of activity.

Each Session = **1 point**

One session per day, up to seven sessions per week = **7 points maximum per week**

Self-Care Activity – Any activity that relates to preventive self-care. These include, but are not limited to: eye exams, dental exams, getting an annual physical, monthly breast self-exam, monthly testicular self-exam, etc. – **1 point each**

Health Screenings – These include, but are not limited to, screenings for: cholesterol, blood pressure, glaucoma, hearing, mammogram, pap smear, PSA (prostate), etc. – **1 point each**

Lunch & Learn Program – Attend a lunch and learn program or other wellness workshop at your worksite – **5 points each program.**

Quit Nicotine – **10 points per month up to one year**

Nicotine Free – If you are nicotine free – **4 points each quarter**

Using safety equipment – Using one or more of the following: seatbelt, eye/ear protection, helmet, life jackets, elbow/knee pads, etc. – **1 point per week**

Drinking Water – 6-8 glasses a day – **2 points per week**

Eat Fruits and Vegetables – 5 to 9 servings a day – **2 points per week**

Stress Management Techniques – These include, but are not limited to: reading, meditation, gardening, massage, stretching, yoga, etc. – **1 point per week**

Bonus points – additional points are available if you practice the “Theme of the Quarter” activities. These can be found on the back of your Exercise/Activity Log.

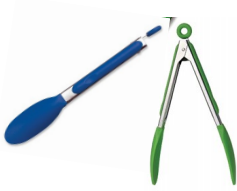


INCENTIVE REWARDS

Incentive rewards are offered each quarter. It's simple, if you've earned the points, you will receive your reward! **It is possible to earn 600 points in one year!** Please see the next two pages for pictures and descriptions of reward items available for each point level.

INCENTIVE

150 POINTS



9-INCH COOKING TONGS (BLUE ONLY)

Stainless Steel core with silicone gripping section, hanging ring and tongs. Perfect for vegetables or fish! FDA compliant. 428°F heat resistance. Product size is 1-5/8"H x 10-7/8"W x 1-1/2"D.



HEAVY DUTY SCREWDRIVER

Includes two dual-ended bits, #1 and #2 phillips, 3/16" and 1/4" flathead, slotted reversible carbon steel shaft doubles as a 1/4" and 5/16" hex driver.



POCKET SIZE BEACH PICNIC MAT

Great choice to use as a picnic blanket or a sandy beach mat! Made of premium soft and lightweight waterproof polyester. Features a pocket on each corner to hold sand or rocks to prevent the blanket from blowing away. Mini size folds and inserts into a small pouch. Ideal for camping, hiking, picnic and beach. 59" L x 55" W; allows for 2 adults to sit.

300 POINTS



24 OUNCE TERVIS BRAND TUMBLER

Air sealed between the two layers of the cup provides insulating barrier. Insulated to keep hot things hot and cold things cold. Designed to reduce sweat or condensation. Dishwasher safe in top rack – if tumbler too tall for top rack, place away from heating element in bottom rack. Check bottom of tumbler for Microwave Safety.



SILICONE OVEN MITT

The great comfortability in the soft fabric lining of this high-quality, easy-to-use silicone oven mitt also features a cotton canvas sleeve. Silicone products do not stain, melt, scratch, or lose shape.



GRILL MATS

Use these grill mats over and over again for grilling fish, chicken, vegetables and anything else you're craving. Grill mats keep food from falling between the grates or sticking to the grill! Also, can be used in the oven for all your baking needs. FDA and LFGB food-grade certification. Easy to clean. Heat resistant up to 500 degrees Fahrenheit. Dimensions: 13" x 15.75"

REWARDS

BEEGREEN SHOPPING BAG 10-PACK

BeeGreen foldable, reusable shopping bags are about 2-3 times bigger than a standard plastic grocery bag and can hold up to 50 lbs. Long handles allow for over the shoulder toting. Folds up easily to a small size with elastic ribbon for easy storage in your pocket or purse to save space. Comes with a zippered bag to store all 10 bags. Machine washable in cold water, line dry. Size when open: 14.2"W*27.5"L*4.7"D. Colors vary.



LOOPED EXERCISE BANDS

Includes 3 exercise bands; each color has a different resistance weight: Green 2-4 lbs., Blue 6-8 Lbs., Yellow 10-12 Lbs. Nylon mesh pouch with clip.



HANDWARMER POTTERY MUG

The Handwarmer Mug by Clay in Motion is sure to warm your hands and your heart. Unlike traditional coffee cups, the Handwarmer Mug's sleek design features a unique pocket to not only hold your warm beverage, but keep your fingers cozy at the same time. Mostly right-handed but some left-handed availability. Colors Vary.



450 POINTS

LARGE WATERPROOF DRY BAG

Made of 210T ripstop polyester. Roll Top closure with clip for snapping onto belts or other bags. Floats if dropped in the water. Perfect for keeping your contents dry and safe. Spot clean/air dry. Complies with Prop 65. Size: 12 3/8" W x 17 3/4" H x 7" D (10 liter)



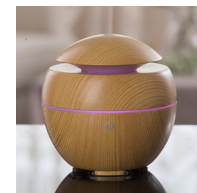
BACKPACK COOLER

Whether headed to a picnic, tailgate party or just out for a weekend hike, you can keep your hands free, all while carrying a ton! This cooler backpack is made of 600 denier polyester, measures 12" x 16.5" x 8" and features a double heat sealed PEVA no-leak liner that holds a capacity equal to 20 cans plus ice. It's also equipped with two mesh side pockets, a large front pocket, and shoulder straps.



iMIST AROMATHERAPY DIFFUSER AND HUMIDIFIER

At work or home, this personal humidifier is great for relieving the dryness at your desk, office or bedroom. This unit is also an aromatherapy essential oil diffuser (if using at work, please adhere to personnel policies regarding scent). Continuous vapor will last 3 hrs, 3-second interval mode will last 8 hrs. The iMist also has LED lights that have an option to keep one color on, change colors or no light at all. Dimensions: 3.85 x 3.85 x 3.85 in.



600 POINTS



NOTES

BE SMART ABOUT YOUR HEALTH

Good health doesn't just happen. It is the result of healthy living each day. Determine where you would like to make changes in your life. Then follow these three simple steps in designing your SMART goals for improving your health.



1 List areas in which you would like to see improvement.

Select the one area you are most interested in improving and most likely to complete.

2 Write a SMART goal for achieving this.
SMART Goals are...

Specific.....Be specific in what you want to accomplish and the action steps you will take.

Measurable.....If you can't measure it, you can't manage it.

Attainable.....Set goals you can realistically accomplish in a few weeks or months.

Reward.....Reward yourself when you reach your goal. Have something to look forward to.

Timeline-based....Set time expectations. Have a start date and a date you expect to reach your goal. This gives you a clear target to work toward.

For example: If you are interested in fitness, instead of saying, "I want to be more active," write....

- **Specific:** I will get 20-30 minutes of moderate activity, 3-5 days every week.
- **Measurable:** I will log my daily activity and accumulate 120+ minutes of activity per week.
- **Attainable:** I will enlist the support of my neighbor as an exercise buddy.
- **Reward:** If I meet my goal for 6 weeks, I will treat myself to a relaxing massage.
- **Timeline:** After 8 weeks, I'll reevaluate my goals and adjust as needed to meet my long-term goal of 3 hours exercise per week.

3 My SMART Goals for Health

Specific: _____

Measurable: _____

Attainable: _____

Reward: _____

Timeline: _____

Tips to help you reach your goals

1. Focus on one goal at a time. Taking on too much can be overwhelming, leading to failure.
2. Pick something you are ready to tackle and have a genuine desire to improve.
3. Start with small steps. Set goals that challenge you but that you are confident you can accomplish.
4. Log your progress daily. It helps keep you on track and seeing your progress is motivating!
5. Reevaluate your progress often. Do more of what is working, try a new approach. Don't give up!
6. Set new goals quarterly. Tackle other areas of your life you want to change.
7. Be optimistic. Think positively. You can do it!

Commitment. I am committed to making healthy choices to improve my life. To the best of my ability I will follow my action plan as described above.

Signed: _____

Witness: _____

Workplace Wellness

For 2021, the themes for each quarter will focus on progress in your health goals instead of perfection, trying to add a good habit or change a bad habit for at least 30 days, sun safety and deep belly breathing.

1st quarter from January through March will be about aiming for progress on your healthy lifestyle goals - not perfection. Start by listing a wellness goal you would like to achieve this quarter and then make a list of baby steps to help you progress toward that goal. Remember, it isn't about achieving this goal perfectly, but rather making small changes that will lead you to success.

2nd quarter from April through June will be about trying to add a good habit or changing a bad habit for at least 30 days. It's about trying something you have been meaning to try but just haven't. Giving a goal a test run for 30 days may help you see that you feel better with a new good habit or that you truly can live without that bad habit.

3rd quarter from July through September will be about practicing Sun Safety. Protect yourself from damaging UVA and UVB rays by covering your head/ears/neck with a hat, eyes with sunglasses and using a broad spectrum sunscreen lotion on your skin.

4th quarter from October through December will be about deep belly breathing. Learn to use ALL of your lungs in a meditative way to increase your oxygen and help bring calmness into your body.

**Don't forget,
You can:
Start late
Start over
Be unsure
Act different
Try and fail.
And still succeed.**

WELLNESS WORKS EXERCISE/ACTIVITY LOG – 1ST QUARTER



NAME: _____

EMPLOYER: _____

Directions:

Put an “X” in the box for every day you exercised 30 minutes or more.

To achieve a total of 30 minutes you can do it all at once, or you can add up your minutes throughout the day, for example:

10 minutes + 10 minutes + 10 minutes = 30 minutes or 15 minutes + 15 minutes = 30 minutes.

One session per day up to seven sessions per week = 7 points maximum per week

JANUARY 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

FEBRUARY 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28							

MARCH 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

*Track Your Points for the Year	
Total Points Carried Over from the Previous Year (if applicable)	_____
Total Points Earned for 1st Quarter	_____
Total Points Earned for 2nd Quarter	_____
Total Points Earned for 3rd Quarter	_____
Total Points Earned for 4th Quarter	_____
Total Points for the Year	_____

Total Exercise Points = _____

+

Total Additional Points (from back of card) = _____

Total Points Earned For This Quarter = _____*



Too often we expect perfection from our diet and our exercise routines and when they don't measure up we get discouraged, frustrated and ultimately give up. We all need to remember that the best diet, exercise and stress management plan you can choose is one you will stick with...not one that is perfect!

This quarter, aim for progress on your healthy lifestyle goals - not perfection. Start by listing a wellness goal you would like to achieve this quarter and then make a list of baby steps to help you progress toward that goal. Remember, it isn't about achieving this goal perfectly, but rather making small changes that will lead you to success.

Give yourself 2 points each week that you work on the baby steps toward your goal.

Looking for extra motivation? Just start taking small action steps and the motivation will follow.

EARN ADDITIONAL POINTS FOR 1st QUARTER

		Points	Totals
Progress Not Perfection	Earn 2 Points per week for making small changes that will help lead you to your healthy lifestyle goals.	BONUS: 2 per week*	
Self-Care Activity	Refer to booklet	1 each	
Health Screenings	Refer to booklet	1 each	
Health Education Classes	At worksite	5 each	
Quit Nicotine	10 points per month up to one year	10 each month	
Nicotine Free	Staying healthy	4 per quarter	
Using Safety Equipment	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
Drink Water	6-8 glasses a day	2 per week*	
Fruits and Vegetables	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
Stress Management	Refer to booklet	1 per week*	
Other (optional)	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	
*Maximum 13 weeks per quarter		TOTAL ADDITIONAL POINTS = (add to exercise points on front of card)	

For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.

WELLNESS WORKS EXERCISE/ACTIVITY LOG – 2ND QUARTER



NAME: _____

EMPLOYER: _____

Directions:

Put an “X” in the box for every day you exercised 30 minutes or more.

To achieve a total of 30 minutes you can do it all at once, or you can add up your minutes throughout the day, for example:

10 minutes + 10 minutes + 10 minutes = 30 minutes or 15 minutes + 15 minutes = 30 minutes.

One session per day up to seven sessions per week = 7 points maximum per week

APRIL 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

MAY 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JUNE 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

*Track Your Points for the Year	
Total Points Carried Over from the Previous Year (if applicable)	_____
Total Points Earned for 1 st Quarter	_____
Total Points Earned for 2 nd Quarter	_____
Total Points Earned for 3 rd Quarter	_____
Total Points Earned for 4 th Quarter	_____
Total Points for the Year	_____

Total Exercise Points = _____

+

Total Additional Points (from back of card) = _____

Total Points Earned For This Quarter = _____*

Give it a Try for 30 Days!

Do you have a good habit that you've been wanting to add to your routine but just haven't? Now's your time to give it a try for at least 30 days! If you make a positive change for 30 days, you may realize how good you really feel.

Do you have a bad habit you would like to remove? It doesn't have to be forever and ever, but removing a bad habit for just 30 days may help you realize that you are capable of living without it. Removing a bad habit can be tricky – it may be easier to trade the bad habit for something good (like switching half & half in your morning coffee to 1% or skim milk, or setting reminder beeps on your phone to get up and move a bit).

If you didn't meet your goal for the entire day on any given day but you did at least accomplish some of your goal, feel good about that success because something is certainly better than nothing. If you slip up one minute, get back on track the following minute – don't allow yourself to slip for an entire day with the intention of starting again tomorrow. Just keep going.

Give yourself 2 points each week that you accomplished one of the above for five out of the seven days in a week for a month.

EARN ADDITIONAL POINTS FOR 2nd QUARTER

		Points	Totals
Try It For 30 Days	Earn 2 Points per week for adding a good habit or removing a bad habit at least 5 days a week for a month.	BONUS: 2 per week*	
Self-Care Activity	Refer to booklet	1 each	
Health Screenings	Refer to booklet	1 each	
Health Education Classes	At worksite	5 each	
Quit Nicotine	10 points per month up to one year	10 each month	
Nicotine Free	Staying healthy	4 per quarter	
Using Safety Equipment	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
Drink Water	6-8 glasses a day	2 per week*	
Fruits and Vegetables	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
Stress Management	Refer to booklet	1 per week*	
Other (optional)	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	
		TOTAL ADDITIONAL POINTS =	
		(add to exercise points on front of card)	

*Maximum 13 weeks per quarter

For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.

WELLNESS WORKS EXERCISE/ACTIVITY LOG – 3RD QUARTER



NAME: _____

EMPLOYER: _____

Directions:

Put an “X” in the box for every day you exercised 30 minutes or more.

To achieve a total of 30 minutes you can do it all at once, or you can add up your minutes throughout the day, for example:

10 minutes + 10 minutes + 10 minutes = 30 minutes or 15 minutes + 15 minutes = 30 minutes.

One session per day up to seven sessions per week = 7 points maximum per week

JULY 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

AUGUST 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

SEPTEMBER 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

*Track Your Points for the Year	
Total Points Carried Over from the Previous Year (if applicable)	_____
Total Points Earned for 1 st Quarter	_____
Total Points Earned for 2 nd Quarter	_____
Total Points Earned for 3 rd Quarter	_____
Total Points Earned for 4 th Quarter	_____
Total Points for the Year	_____

Total Exercise Points = _____

+

Total Additional Points (from back of card) = _____

Total Points Earned For This Quarter = _____*



Sun Safety

Skin cancer is the most common cancer in the U.S. The sun's ultraviolet (UV) rays can damage your skin in as little as 15 minutes. **Implement the following steps and earn 2 extra points per week:**

- Seek shade when you need relief from direct sun light.
- Wear a hat that shades your face, ears, and the back of your neck.
- Sunglasses protect your eyes from UV rays and reduce the risk of developing cataracts. Sunglasses that block both UVA and UVB rays offer the best protection.
- Use a broad spectrum sunscreen with SPF 15 or higher before you go outside, even on slightly cloudy or cool days. Remember to apply liberally and reapply every two hours.

EARN ADDITIONAL POINTS FOR 3rd QUARTER

		Points	Totals
Sun Safety	Earn 2 points per week for following the above steps to prevent damage from the sun's rays.	BONUS: 2 per week*	
Self-Care Activity	Refer to booklet	1 each	
Health Screenings	Refer to booklet	1 each	
Health Education Classes	At worksite	5 each	
Quit Nicotine	10 points per month up to one year	10 each month	
Nicotine Free	Staying healthy	4 per quarter	
Using Safety Equipment	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
Drink Water	6-8 glasses a day	2 per week*	
Fruits and Vegetables	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
Stress Management	Refer to booklet	1 per week*	
Other (optional)	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	
		TOTAL ADDITIONAL POINTS = (add to exercise points on front of card)	

*Maximum 13 weeks per quarter

For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.

WELLNESS WORKS EXERCISE/ACTIVITY LOG – 4TH QUARTER



NAME: _____

EMPLOYER: _____

Directions:

Put an “X” in the box for every day you exercised 30 minutes or more.

To achieve a total of 30 minutes you can do it all at once, or you can add up your minutes throughout the day, for example:

10 minutes + 10 minutes + 10 minutes = 30 minutes or 15 minutes + 15 minutes = 30 minutes.

One session per day up to seven sessions per week = 7 points maximum per week

OCTOBER 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

NOVEMBER 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

DECEMBER 2021

SUN	MON	TUES	WED	THU	FRI	SAT	POINTS FOR WEEK
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

*Track Your Points for the Year	
Total Points Carried Over from the Previous Year (if applicable)	_____
Total Points Earned for 1st Quarter	_____
Total Points Earned for 2nd Quarter	_____
Total Points Earned for 3rd Quarter	_____
Total Points Earned for 4th Quarter	_____
Total Points for the Year	_____

Total Exercise Points = _____

+

Total Additional Points (from back of card) = _____

Total Points Earned For This Quarter = _____*

Deep Belly Breathing

Most of the time, we engage in shallow breathing – taking breaths that only fill the upper part of our chests – without even noticing. This kind of breathing provides limited oxygen and can increase anxiety during stressful times. With deep-belly breathing, you can stop anxiety, keep yourself calm and manage stress better. Here’s how:

Preparation:

- Sit, Kneel, or recline comfortably.
- If seated or kneeling, ensure you are upright, but not uptight – spine straight, shoulders down and back to open your chest, hands can rest on your knees or lap.
- If reclined, feel free to support your neck, place a pillow under your knees and place your hands by your sides, or rest them on your belly.
- Gently close your eyes and bring your focus to your natural breath.

Deep Belly Breathing:

- Inhale through your nose filling your belly first, then your chest, up to your collar bones (to start, you will best feel this by placing one hand on your belly and one on your chest).
- Pause at the top of your breath, holding for 2-4 seconds before exhaling.
- Exhale slowly through your nose feeling your breath leave first from the top of your chest, down to your belly.
- Repeat for 5-10 minutes or as desired.

Try deep breathing exercises five out of the seven days during a week and earn two points per week.

EARN ADDITIONAL POINTS FOR 4th QUARTER

		Points	Totals
Deep Belly Breathing	Earn 2 Points per week for deep breathing exercises at least five days a week.	BONUS: 2 per week*	
Self-Care Activity	Refer to booklet	1 each	
Health Screenings	Refer to booklet	1 each	
Health Education Classes	At worksite	5 each	
Quit Nicotine	10 points per month up to one year	10 each month	
Nicotine Free	Staying healthy	4 per quarter	
Using Safety Equipment	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
Drink Water	6-8 glasses a day	2 per week*	
Fruits and Vegetables	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
Stress Management	Refer to booklet	1 per week*	
Other (optional)	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	
*Maximum 13 weeks per quarter		TOTAL ADDITIONAL POINTS = (add to exercise points on front of card)	

For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.

Plan Reviewed Dates:	Reviewed By:	Signature
December 31, 2021		
December 31, 2022		
December 31, 2023		
December 31, 2024		
December 31, 2025		
December 31, 2026		
December 31, 2027		
December 31, 2028		
December 31, 2029		
December 31, 2030		
December 31, 2031		
December 31, 2032		
December 31, 2033		