



Employee Packet



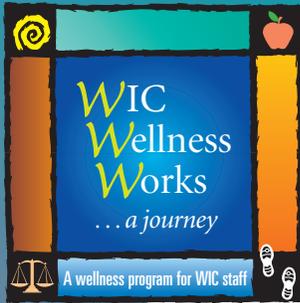
WIC
Wellness
Works

Taking Care of You



A wellness program for WIC staff





Taking Care of You

Dear WIC Employee,

Welcome to **WIC Wellness Works** – a worksite wellness program for you!

This packet of information is all about — **Taking Care of You**. As a WIC employee, you spend your day focused on helping others, educating others about healthy food choices, encouraging them to be more physically active, and discussing ways to manage their stress.

But how much time do you spend taking care of you?

Taking Care of You is about taking time to consider how decisions that you make impact your everyday life — decisions that can have short term and/or long term influences on your health. While you may not be ready to make drastic changes in your life, remember that even small changes can impact your overall health and well-being in a BIG way. **Taking Care of You** is about the choices you make.

Wellness Lifestyle Inventory

Take the **Wellness Lifestyle Inventory!**

The **Wellness Lifestyle Inventory** includes a broad checklist of wellness topics covering emotional, financial, and physical health. Assess your strengths and determine which areas you are ready to improve.

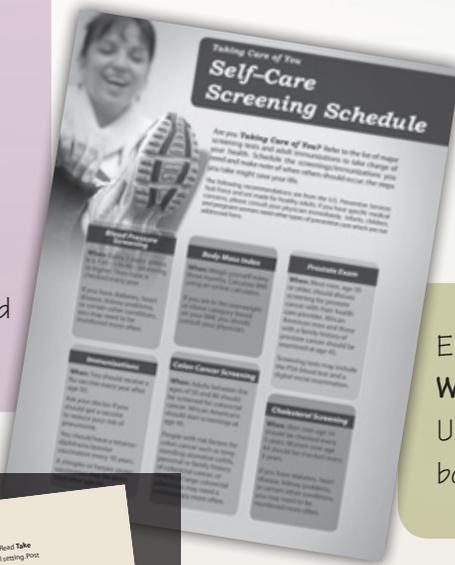
Take Three

Take Three to Make a Difference offers quick, easy steps you can incorporate into your daily life right now! These steps will have you on your way to enhancing your current well-being. Check out the websites listed in this packet for more in-depth information.

Taking Care of You!

Self-Care Health Screening Schedule

Pull out this easy to use health screening schedule to keep you on track to a healthier you. Share it with family, friends, and WIC participants.



Enjoy the complimentary **WIC Wellness Works** sun block lotion. Use it every day to protect your body's largest organ - your skin!

Ready, Set, GOAL SET...
Let's get started - Identify **THREE AREAS** from your inventory you want to work on. Read **Take Three to Make a Difference** for a sheet. **Make additional copies** as needed. Start goal setting. Post these sheets where you can easily refer to them.

Personal Goal Setting				
Long Term Goal	Timeline	Short Term Goals	Support	Reward
Area: Be specific:	By when:	What/When/How steps:	Who will help me & how:	Nothing about & long term goals:
Long Term Goal	Timeline	Short Term Goals	Support	Reward
Area: Be specific:	By when:	What/When/How steps:	Who will help me & how:	Nothing about & long term goals:

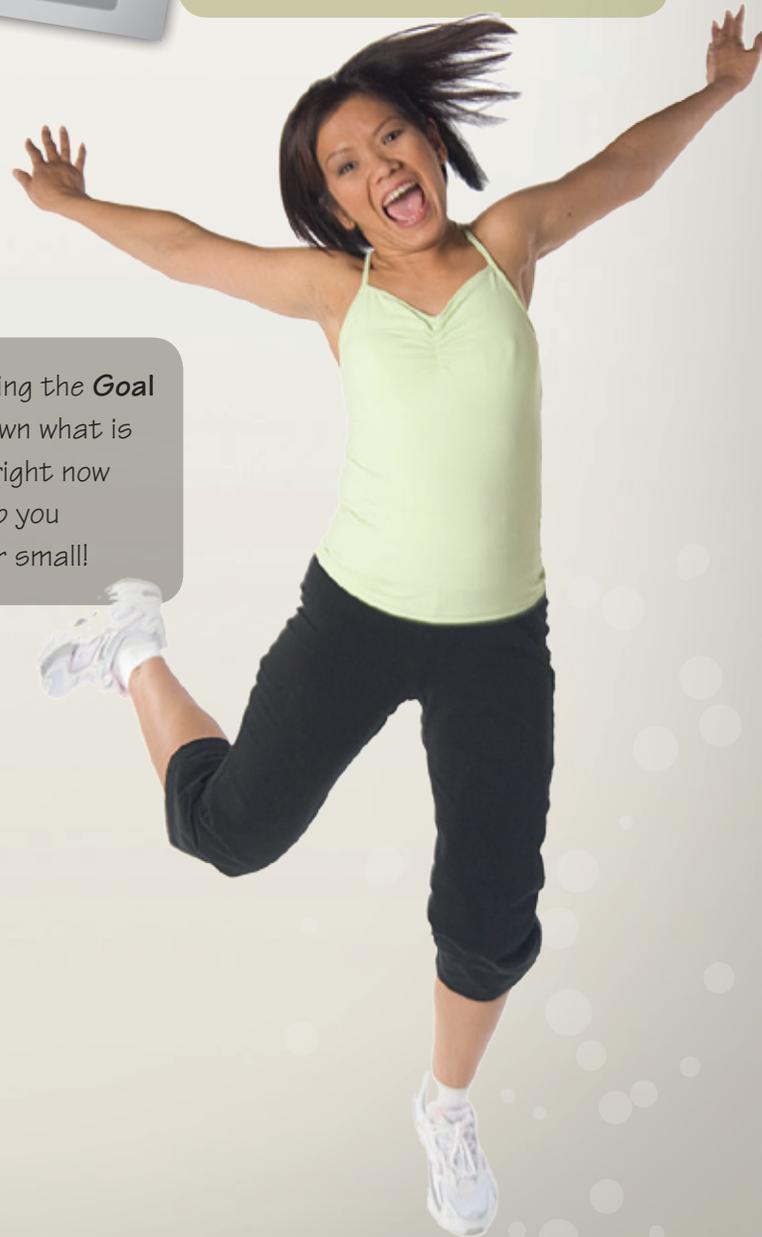
The University of Texas at Austin
*Image: From publications copyrighted by L.A. Fitness, 2010, page 46-52. Copyright © 2010 by National Performance Institute, LLC. All rights reserved. Reproduced with permission. For more information, visit us at npi.com

MAKE IT HAPPEN by using the **Goal Setting Sheet**. Write down what is most important to you right now and outline steps to help you achieve that goal, **BIG** or small!

We hope you will find a few private moments or get together with your co-workers to complete the wellness inventory and consider how your lifestyle choices impact your everyday life. Remember, although you likely spend most of your time caring for your family and your clients, this is about **Taking Care of You...**and who better to do that than **YOU?!**

Sincerely,

The University of Texas Wellness Team





Taking Care of Me? – Where do I start?

Let's find out. Which statement best describes you –

- ✓ **I feel good so there isn't anything I need to worry about or try to improve.**

Feeling good is important but there is more to good health than feeling good. Making positive lifestyle choices is important to ensure good health in the years ahead.

Or...

- ✓ **I have a few aches and pains but that is a natural part of getting older.**

Aches and pains do not have to go hand in hand with getting older. There are many small things you can do to help you feel better and improve your health.

Or...

- ✓ **I do have some health concerns but I'm not ready to face them or I don't know where to start.**

Doing nothing is the worst thing you can do. Small steps that you take today can have a BIG impact on your health, now and in the future.

No matter which statement describes you, the important message is that the **lifestyle choices you make every day do impact your future health.**

❖ You may be asking yourself —*Why Should I Care?* ❖

Did you know...

"Chronic diseases

– such as heart disease, stroke, cancer, diabetes, and arthritis – are among the most common, costly, and preventable of all health problems in the U.S.," according to the Centers for Chronic Diseases. Heart disease, cancer, and stroke account for more than **50% of all deaths each year.**

The everyday lifestyle choices you make affect your health. "Four modifiable health risk behaviors—lack of physical activity, poor nutrition, tobacco use, and excessive alcohol consumption—are responsible for much of the illness, suffering, and early death related to chronic diseases."* Consider these facts:

The facts:

- * More than 1 in 3 adults do not meet the recommendations for physical activity.
- * Only 1 in 4 adults report eating the recommended 5 or more servings of fruits and vegetables per day.
- * Approximately 1 in 5 Americans smoke.
- * About 30% of adults report binge drinking (4 or more drinks on an occasion for women, 5 or more drinks on an occasion for men)
- Stress is America's number one health problem and is a factor in more than 75% of illness today, according to the World Health Organization.

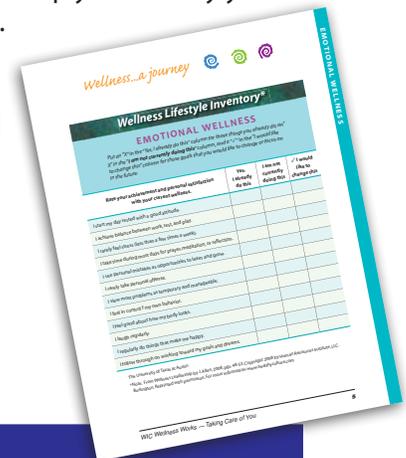
*Centers for Disease Control and Prevention, Four Common Causes of Chronic Diseases. cdc.gov/chronicdisease/overview/index.htm
Page last reviewed 12/2009. Page last updated 07/2010.



When people think of wellness, they think of their physical health. While physical wellness is important, taking care of you involves taking care of your emotional and financial needs, as well. This packet addresses all three areas with tools to help you identify your strengths and determine what areas you would like to improve.

Taking Care of You is divided into three sections — emotional wellness, physical wellness wellness and financial wellness. Each section has separate tools to help you get started::

1. a Wellness Inventory
2. a Take Three Tip Sheet
3. a Goal Setting Sheet



Here is how you get started...

For each section (emotional, physical, and financial):

- Take the **Wellness Lifestyle Inventory**
 - Read the **Take 3 to Make a Difference** tip sheet
 - Fill out the **Goal Setting Sheet**
- **What is the *Wellness Lifestyle Inventory*?**
This inventory tool is an awareness raising opportunity for you to consider changes that could positively impact your well-being. The inventory presents a broad range of wellness topics. This is not a test and there are no “right” or “wrong” answers. This self-evaluation tool provides you with information about yourself, while introducing you to an extensive list of wellness options.
- **What is *Take Three to Make a Difference*?**
Some first steps are as simple as 1, 2, 3. The “**Take Three**” tip sheets (along with helpful websites) might just be the kind of ideas you need to get started. There is a tip sheet for emotional, physical, and financial wellness.
- **What do I do with the *Goal Setting Sheet*?**
Set short-term goals for the area(s) you would like to work on.
- **Putting it all together:** Use the **Wellness Lifestyle Index** and the **Take Three** tips sheets to help you complete your **Goal Setting Sheet** (found on page 19).



Wellness Lifestyle Inventory*

EMOTIONAL WELLNESS

Put an "X" in the "Yes, I already do this" column for those things you already do, or an "X" in the "I am not currently doing this" column, and a "✓" in the "I would like to change this" column for those goals that you would like to change or focus on in the future.

Rate your achievement and personal satisfaction with your current wellness efforts.	X Yes, I already do this	X I am not currently doing this	✓ I would like to change this
I start my day rested with a good attitude.			
I achieve balance between work, rest, and play.			
I rarely feel stress (less than a few times a week).			
I take time during most days for prayer, meditation, or reflection.			
I use personal mistakes as opportunities to learn and grow.			
I rarely take personal offense.			
I view most problems as temporary and manageable.			
I feel in control of my own behavior.			
I feel good about how my body looks.			
I laugh regularly.			
I regularly do things that make me happy.			
I follow through on working toward my goals and dreams.			

* Note. From Wellness Leadership by J. Allen, 2008, pgs. 48-53. Copyright 2008 by Human Resources Institute, LLC. Burlington. Adapated with permission. For more information: healthyculture.com

Take Three to Make a Difference!

Wellness Index: Emotional Wellness

Congratulations on deciding to take care of your *emotional* health. Although life's challenges can sometimes feel overwhelming, it helps to remember that we have control over our stress response. **TAKE THREE** ideas to make a difference in your life. Be sure to check out the recommended websites for more in-depth information.

Take 3: Practice Self-Care

1. Find alternatives to unhealthy behavior.

Instead of drinking alcohol, overeating, or engaging in other stress-related coping mechanisms, find something that makes you feel good and is healthy too (walking, talking to a friend, writing, healthy cooking).

2. Set limits. Say no to commitments that add to your stress. Have a "no" statement ready like, "I can't make it to that event this time, but I hope to come next time."

3. Go to bed on time so that you start your day rested. Know your sleep needs and respect them. Try to keep your sleep schedule consistent (go to bed and wake up at the same time every day). Adequate rest goes a very long way in managing stress and improving resilience.



Visit: mayoclinic.com/health/coping-with-stress/SR00030

Take 3: Connect with Others

1. List the people in your life who can support you in a positive way. These are people who you feel you can be yourself with, you trust, and you believe want the best for you. Increase your contact with these people.

2. Share your stress. Talking about your problems with a trusted friend or family member can sometimes help you feel better. They might also help you see your problems in a new way and suggest solutions that you hadn't thought of before.

3. Help Others. Studies show that volunteering increases positive emotions and decreases depression and feelings of stress. Volunteer your time somewhere that is personally meaningful and rewarding for you.



Visit: mayoclinic.com/health/social-support/SR00033

Take Three: Achieving Your Goals

1. Ask yourself, "What goals are most important to me (of highest priority in my life)? What steps can I take to achieve them?" Writing goals down can be especially helpful in prioritizing them and deciding on action steps toward achieving them.

Visit: selfgrowth.com/articles/Ziglar1.html

2. Keep a notebook by your bed. Before going to sleep, write down any concerns or tasks that might keep you awake. The next day, plan ways to address the concerns and complete the tasks on your list.

3. Visualize yourself (who you'd like to be) in the future. What are you like? What have you achieved? What choices have you made? Keep that image in your head as you work toward achieving your goals and making them a reality.

Take Three: Gain Perspective

1. Ask yourself, “Will this matter later?” “Will this bother me next week? Next month? Next year?” Use this strategy to minimize passing stressors instead of spending energy worrying about them.

2. Remind yourself of the positives. When feeling stressed or blue, remind yourself of all of the good things in your life. Although this is a very simple strategy, it’s a powerful way to get perspective on things that are troubling you.

Visit: helpguide.org/mental/stress_management_relief_coping.htm

3. Remember a time that you successfully handled a challenge. When feeling worried or anxious, reflect back on a time that you handled a similar problem and recall what you did to resolve it. Take confidence from knowing that you have bounced back from similar challenges and utilize any strategies that you have used to help you cope in the past.

Visit: everydayhealth.com/healthy-living/manage-your-stress-levels.aspx



Take Three: Meaning

1. Try to live in the moment, particularly if you find your mind wandering to thoughts of worry or judgment. Remind yourself that you can’t change the past or predict the future, and that all you can do is to live in the “here and now.” Also remind yourself that most of the things we worry about don’t happen, and that while we’re busy worrying, we miss meaningful moments in our lives.

Visit: zenhabits.net/5-inspirations-for-being-in-the-moment/

2. Journal or find another means of personal reflection. In our busy lives, we can forget to reflect upon our thoughts and feelings in a meaningful way. Take a few minutes each day to write in a journal, hike, garden, or do some other reflective activity that makes you feel good and helps you to find meaning in your life.

Visit: stress.about.com/od/generaltechniques/ht/howtojournal.htm

3. Make spiritual time a priority.

Identify what helps you to feel a spiritual connection in your life and commit to honoring that regularly whether it is time at a house of worship, time in nature, or time engaging in an artistic pursuit.

Visit: mayoclinic.com/health/stress-relief/SR00035



Take Three: Relax

1. Take deep breaths.

Breathe in through your nose and out through your mouth. This helps you to slow your breathing down and reduce your stress response.

2. Stretch. When feeling tense, take a few moments to stretch your body. Roll your head from side to side to loosen tense neck muscles. Side stretches can help prevent stress-related back strain.

3. Take time to do something you want to do every single day. Go to the movies, paint, read a favorite novel, spend time with someone who makes you laugh, etc.

Visit: webmd.com/balance/stress-management/features/blissing-out-10-relaxation-techniques-reduce-stress-spot

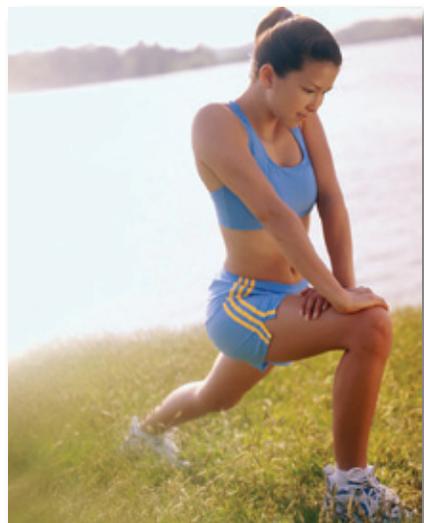


Wellness Lifestyle Inventory*

PHYSICAL WELLNESS

Put an "X" in the "Yes, I already do this" column for those things you already do, or an "X" in the "I am not currently doing this" column, and a "✓" in the "I would like to change this" column for those goals that you would like to change or focus on in the future.

Rate your achievement and personal satisfaction with your current wellness efforts.	X Yes, I already do this	X I am not currently doing this	✓ I would like to change this
I keep my body flexible through regular stretching.			
I keep my muscles toned through lifting weights or some sort of resistance workout.			
I keep my heart fit by taking part in 30 minutes or more of physical activity most days of the week.			
I do not smoke.			
I avoid smoky places.			
I wear a seatbelt at all times when riding in a car.			
For men: I consume fewer than 12 drinks per week and fewer than 4 drinks on any single occasion, not exceeding 1 drink per hour.			



Wellness...a journey



Rate your achievement and personal satisfaction with your current wellness efforts.	✗ Yes, I already do this	✗ I am not currently doing this	✓ I would like to change this
For women: I consume fewer than 9 drinks per week and fewer than 3 drinks on any single occasion, not exceeding 1 drink per hour.			
I avoid nonprescription “recreational” drugs.			
I eat foods that are low in fat.			
I eat foods that are high in fiber.			
I avoid eating refined sugar.			
I am within 10 pounds of my ideal weight.			
I take a multi-vitamin daily.			
I use sunscreen when I am outside.			
I brush my teeth at least twice daily.			
I floss my teeth daily.			
I visit my dentist at least once a year for treatment or a checkup.			
I undergo recommended health screenings and physicals (for cancer, heart disease, diabetes, hypertension, etc.).			
I know my current health indicator levels (cholesterol, glucose , triglyceride, and blood pressure).			
I have at least one health professional with whom I feel comfortable discussing medical problems.			

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Take Three to Make a Difference!

Wellness Index: Physical Health

Congratulations on deciding to take care of your *physical* health. Review the tips below and decide where you want to focus your efforts. Consider these **TAKE THREE** ideas to make a difference in your life. Be sure to check out the recommended websites for more in-depth information.

Take 3: Be Physical

1. Move more! Be deliberate in moving more. March in place when talking on the phone, take the stairs, find 10 minutes a day to walk uninterrupted, move, move, move!

Visit: americanheart.org/presenter.jhtml?identifier=2155

2. Schedule three 20 minute walks a week. Use your calendar to pencil in your exercise time so you can give your body what it needs. Increase the time and frequency after one month.

3. Stretch and strengthen your back, neck, and hamstrings every day while at your workstation, on the phone, watching TV, or right before bed.

Visit: mayoclinic.com/health/stretching/SM00043

mayoclinic.com/health/weight-training/SM00041



Take 3: Quit Smoking

1. Identify what you like about smoking and what you don't like about smoking.

2. Quit buying cartons of cigarettes; buy only single packs.

3. Set a date to quit. Then, call the Quitline (1-877-YES-QUIT), a free telephone support system. Find out if you qualify for a free, two month supply of nicotine replacement medication that can double your chance of quitting.

Visit: rd.com/living-healthy/25-ways-to-stop-smoking-cigarettes/article16127.html

webmd.com/smoking-cessation/slideshow-13-best-quit-smoking-tips-ever

Take 3: Be Safe

1. Ask yourself why you are a part-time seat belt user. Fifty-five percent of those killed in passenger vehicle occupant crashes in 2008 were not wearing a seat belt. Sixty-four percent of those killed at night were unrestrained, compared to 45% during the day.

2. List the people who love you and would be affected if you were in a serious accident while not wearing your seatbelt.

3. Review your workspace and home space for unsafe areas. Look for items that could make someone trip. Have and rehearse a fire evacuation plan. Check batteries in smoke and carbon dioxide detectors. Make sure screens on second story homes are secure.

Visit: michigan.gov/msp/0,1607,7-123-1589_1711_4587-13689--,00.html

Take 3: Rethinking Drinking (and drug use)

1. Rethink your Drink: Ask yourself why you drink or use drugs. Are you using it to relax, to avoid something, to fit into your circle of friends? Be aware of all the reasons you use alcohol and/or drugs.

2. Keep track of how much you drink.

Research shows that women start to have alcohol-related problems at lower drinking levels than men. Check out websites that help you determine your current level of use and if it is within safe limits.



Visit: rethinkingdrinking.niaaa.nih.gov

3. Decide if you really do want to stop using drugs. Be honest with yourself and how your drug use is affecting your life and your loved ones.

Visit: mayoclinic.com/health/drug-addiction/DS00183

Take 3: Make Healthy Food Choices

1. Control portion sizes. Try using a smaller plate for all meals. Instead of eating out of a bag or box, place a serving size in a bowl and put the bag away (check the label to determine a serving size).

Visit: webmd.com/diet/healthtool-portion-size-plate

2. Decrease or eliminate sugary drinks. Drink a full glass of water before you reach for a soda. Flavor your water with a slice of citrus or a sprig of mint. Only purchase soda one at a time (instead of a multi-pack).

Visit: hsph.harvard.edu/nutritionsource/healthy-drinks/low-sugar-drink-ideas/index.html

3. Add 3 more servings of vegetables a day to what you are currently eating. For one week, make a list of the vegetables you eat. Review the list to see what "colors" of the rainbow you are missing and determine which three vegetables you will add and when you will eat them.

Visit: fruitsandveggiesmatter.gov/benefits/index.html

Take 3: Maintain Healthy Body Weight

1. Know your BMI. Step on a scale monthly to keep a healthy check on your weight. Use this information and calculate your Body Mass Index.

Visit: <http://www.mayoclinic.com/health/bmi-calculator/nu00597>

2. Get physical. Start walking just 5 – 10 minutes each day and add 2 – 3 minutes each day.

Visit: nhlbi.nih.gov/hbp/prevent/p_active/walk.htm

3. Eat healthy food more frequently. If you don't recognize the ingredients on a food label, consider an alternative that is closer to its more natural state (example: fresh lemon in water instead of a lemon flavored beverage). Shop the outside aisles more frequently and limit your food choices from the inside aisles.

Visit: nytimes.com/2010/02/02/health/02brod.html



Take 3: Practice Good Dental Health

1. Add one more cleaning a day. Keep an extra toothbrush at work and brush after lunch.

2. Freshen your breath and decrease germs.

Use an antiseptic mouth wash once a day (example: Listerine).

3. Keep gums healthy. Floss every day. If you have children, floss with them to reinforce a lifetime habit.

Visit: rd.com/living-healthy/3-surprising-ways-to-keep-your-teeth-healthy/article19045.html

mayoclinic.com/health/dental/DE00003



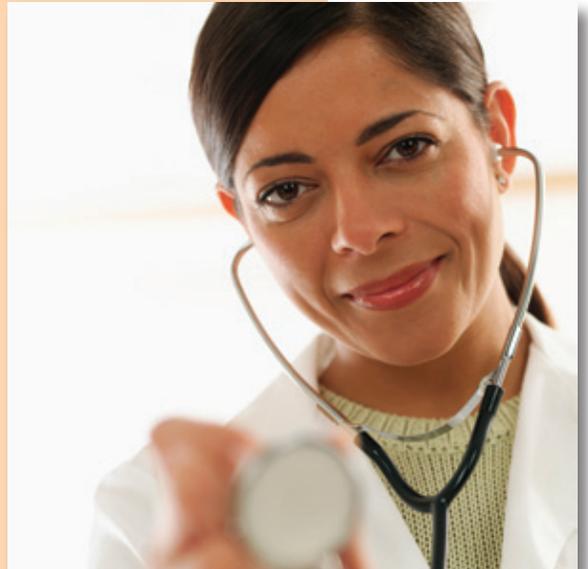
Take 3: Practice Self-care

1. Prevention first. Know which health screenings you should be doing in order to help prevent or detect common or serious diseases.

Visit: mayoclinic.com/health/health-screening/WO00112

2. Find a health professional you trust. If you are looking for a new physician, ask your friends and neighbors for a recommendation. Ask them what they like about that person to see if it matches what you are looking for in a health care provider.

3. Be your own best advocate. Seek second opinions. Gather information from reliable medical sources. Make a list of your medical questions before your visit and present them to your physician at your appointment.





Wellness Lifestyle Inventory*

FINANCIAL WELLNESS

Put an "X" in the "Yes, I already do this" column for those things you already do, or an "X" in the "I am not currently doing this" column, and a "✓" in the "I would like to change this" column for those goals that you would like to change or focus on in the future.

Rate your achievement and personal satisfaction with your current wellness efforts.	X Yes, I already do this	X I am not currently doing this	✓ I would like to change this
I sharpen my employment skills through continuing education, reading, and discussing my work with others.			
I have a detailed personal financial plan that will help me achieve my short-and long-term goals.			
I organize my spending practices so that I live within my means.			
I am in agreement about money matters with my spouse or domestic partner.			
I comparison shop for the best combination of product, customer service, and price.			
I avoid materialism (buying because of advertising, sales pressure, or just to have what others have).			
I make purchases that reflect my personal values.			
I save environmental resources and money by fixing and maintaining my possessions, recycling, choosing energy-efficient products, avoiding unnecessary driving, and using less energy.			



Wellness...a journey



Rate your achievement and personal satisfaction with your current wellness efforts.	✗ Yes, I already do this	✗ I am not currently doing this	✓ I would like to change this
I pay my credit card bills in full.			
I pay my rent or mortgage, utilities, taxes, and childcare payments on time.			
I have enough financial reserves (not including retirement savings) to last at least 3-6 months without employment (6 months being optimal).			
I have enough investments or life insurance available in the event of my death to meet the living expenses and tuition of my children until they become adults.			
I adequately fund my retirement account or pension.			
I have a close friend or family member who would come through for me if I had financial problems.			
I make contributions to causes and charities in which I believe.			

* Note. From Wellness Leadership by J. Allen, 2008, pgs. 48-53. Copyright 2008 by Human Resources Institute, LLC. Burlington. Adapated with permission. For more information: www.healthyculture.com

Take Three to Make a Difference!

Wellness Index: Financial Wellness

Congratulations on deciding to take care of your financial health. You can begin saving money today (and reducing stress!) with these financial wellness tips. Check out the websites below for more in-depth information. Consider these **Take Three** ideas when completing your **Goal Setting Sheet** on page 19.

Take 3: Communicate

1. Budget with your family. Open a respectful conversation about money with your family. Include your children. Try to reach an agreement about family rules on spending and saving. Work with your partner on creating a budget that stays within your spending limits.

Visit: betterbudgeting.com/budgetformsfree

2. Seek support from those you trust. Instead of bottling up financial stress, talk with a trusted close friend and/or family member about your concerns. Sharing can have immediate emotional benefits and can also result in helpful financial advice from others who know you and your situation.

3. Get help with debt. There are many free/low-cost sources of financial support for managing serious financial problems, often right in your area. See the sites below for who to contact, including accessing your credit report. Also see “Take 3: Use Your Resources” page 16.

Visit: annualcreditreport.com, consumercredit.com



Take 3: Plan Ahead

1. Have a budget in place. Not every budget tool works for everyone. Explore budget tracking resources on the websites below and then give one a trial run. If the tool you selected isn't working for you, try another one until you find the right resource to track your finances. *The key is to find a budget tool that helps you meet your financial goals without stressing you out!*

Visit: womens-finance.com, mint.com,
budgettracker.com, kiplinger.com

2. Set short and long-term goals. After careful consideration, list financial goals that you would like to accomplish in the next three months, six months, and one year. See the website below for worksheets on goal setting. Setting goals helps you identify financial priorities and save money for the future.

Visit: utextension.utk.edu/publications/pbfiles/pb1454.pdf

3. Set money aside for emergencies and retirement first. Most experts agree that you should have at least three months of emergency money to last during a period of unemployment (six months is optimal). Once you have created this fund, put savings toward retirement. Although saving for your children's college is important, emergency and retirement funds come first.

Take Three: Be Mindful

1. Be aware of your spending habits. Keep a daily spending journal and note where your money is going and the mood you're in when you tend to spend money. Even if you don't maintain a journal on a regular basis, try keeping one for a week to identify your spending patterns.

Visit: financial-education-icfe.org/spenders_quiz/quiz_01.asp

2. Recognize all that you have. When feeling negative emotion around money (jealously, sadness, anger), reflect on all the things that enrich your life (family, friends, hobbies, health).

3. Before you spend, consider all the ways you can save. Keep items you already have longer, by fixing and maintaining them. Trade goods or services with others. Know your area freebies and discounts (kids eat free nights, free events, library locations, etc.) Buy used from resale shops. Avoid unnecessary driving. Keep your home energy-efficient. Use coupons.

Visit: thesimpledollar.com/2008/02/06/little-steps-100-great-tips-for-saving-money-for-those-just-getting-started

Take Three: Improve Your Money (and Time) Management

1. Create an effective bill paying system.

Avoid overdraft and late fees by setting up a payment system. Record all bill due dates on a regularly used calendar or have bills set up on automatic payment. You can also use mint.com or budgettracker.com to get due date reminders by e-mail (see web addresses below tip 3).

Visit: womens-finance.com/worksheets/monthlybill.shtml

2. Set up cash envelopes. Avoid late and overdraft fees by setting up a cash payment system. Decide which categories to include (gas, groceries, etc.) and then allot a certain amount of cash to each. See Dave Ramsey's site below for a how-to.

Visit: daveramsey.com (search "envelope system")

3. Use a tracking system. Have someone help you manage your money – for free! Visit Mint or Budget Tracker below.

Visit: mint.com, budgettracker.com

Take Three: Use Your Resources

1. Create a "virtual" financial team.

Take advantage of free/low cost financial expertise. Seek online advice from experts Dave Ramsey, Suze Orman, Jean Chatzky, or Clark Howard. (Also see "Take 3: Communicate" above).

Visit: jeanchatzky.com, oprah.com/money, clarkhoward.com

2. Comparison shop. Use resources like grocery flyers, the internet, weekly mailers and so on to make sure you're getting the best prices. Consider keeping a "price book" for places you shop at regularly and write down the cost of regularly purchased items.

Visit: pricegrabber.com/ (comparison shopping), bizrate.com

3. Seek out cost-savers. As mentioned under "Take 3 – Be Mindful," take advantage of freebies, cost savers, and great financial tips in your community and beyond by using the savings sites below and those listed in your packet!

Visit: stretcher.com (Dollar Stretcher) simpledollar.com

Take Three: Consider Your Values

1. Ask yourself, “Am I happy with where my money is going?” Consider how you feel about where you’re spending your money. For instance, reflect on your food purchases with this exercise: take a highlighter to a recent grocery receipt. Mark purchases you feel represent non-nutritious foods or “convenience” purchases like snack packs. If you eliminated those items, how much would you have leftover for nutritious grocery purchases?

2. Am I funding my priorities first? Make a list of purchases you’d like to make, and then number them in order of priority. Consider whether items you’ve listed as a priority are really important to you or whether you need to reconsider their value (i.e. – redecorating or family trip?)

3. Be on the lookout for wants vs. needs. In our culture of advertising and shopping malls, it’s easy to get trapped in an “I want to have that!” mindset. Next time a “want” thought pops up, try asking yourself, “Do I *need* this or do I just *want* it?”

Visit: allthingsfrugal.com/wants.htm, simpleliving.net, tightwad.com



What's Next?

Review each inventory and specifically look at the last column on the right – these are the areas you have indicated with a ✓ check mark that you would like to change. From that list, identify **two to three** areas you would like to focus on for the next one to three months.

WIC Wellness Works — Taking Care of You

Consider these areas when you are completing your **Goal Setting Sheet** found on page 19.



One Step at a Time...

Did you know writing your goals down significantly increases your chance of success?

It's true! Putting energy into thinking about what you are ready to take action on and formally writing down the goal moves you one step closer to reaching that goal. **Small steps can equal BIG changes.**

- Identify an area you want to improve – refer to the right column of the inventory
- Determine your long term goal
- Determine a timeline
- Decide on your short-term goals – small, realistic steps you can take right now
- Identify a support system – friends/family who can advise, listen, etc...
- Identify rewards – for achieving short-term and long-term goals

Here are general examples:

	Long Term Goal	Timeline	Short Term Goals	Support	Reward
Financial	Be more financially stable by paying off my credit card debt or contributing to a retirement fund	Within one year	<ul style="list-style-type: none"> • Stop using credit card • Pay off 1/12 of credit card debt each month • Set up a retirement fund • Bring lunch to work 4x/week and put saving into savings account 	Spouse, kids, free community financial services	Short-term: Monthly family activity
Self-Care	Complete all recommended medical screenings for my age and gender. Develop an action plan with my physician.	Within six months	<ul style="list-style-type: none"> • Ask friends for physician recommendation • Have a complete physical done with blood work • Determine next steps based on results • Enlist family support to make necessary changes 	Friends, physician, family, internet and local library	Short-term: Subscribe to health magazine

Ready, Set, GOAL SET...

Let's get started – identify **THREE AREAS** (from your inventory) you want to work on. Read **Take Three to Make a Difference** tips sheets. **Make additional copies** as needed. Start goal setting. Post these sheets where you can easily refer to them.

Personal Goal Setting				
Area:	Long Term Goal	Timeline	Short Term Goals	Reward
	Be specific:	By when:	When/What/How steps:	Who and what will help me:
				For reaching short & long term goals:

Personal Goal Setting				
Area:	Long Term Goal	Timeline	Short Term Goals	Reward
	Be specific	By when:	When/What/How steps:	Who and what will help me:
				For reaching short & long term goals:



Congratulations on taking these first steps to Taking Care of You! Continue to identify areas you want to strive to improve. Remember, wellness is a journey, not a destination.

Pull out this handy Taking Care of You Self-Care Screening Schedule and keep in a safe place for easy reference.



Taking Care of You

Self-Care Screening Schedule

Are you **Taking Care of You?** Refer to the list of major screening tests and adult immunizations to take charge of your health. Schedule the screenings/immunizations you need and make note of when others should occur; the steps you take might save your life.

The following recommendations are from the U.S. Preventive Services Task Force and are made for healthy adults. If you have specific medical concerns, please consult your physician immediately. Infants, children, and pregnant women need other types of preventive care which are not addressed here.

Blood Pressure Screening

When: Every 2 years unless it is 120 - 139/80 - 89 mmHg or higher. Then have it checked every year.

If you have diabetes, heart disease, kidney problems, or certain other conditions, you may need to be monitored more often.

Body Mass Index

When: Weigh yourself every three months. Calculate BMI using an online calculator.

If you are in the overweight or obese category based on your BMI, you should consult your physician.

Prostate Exam

When: Most men, age 50 or older, should discuss screening for prostate cancer with their health care provider. African American men and those with a family history of prostate cancer should be examined at age 45.

Screening tests may include the PSA blood test and a digital rectal examination.

Immunizations

When: You should receive a flu vaccine every year after age 50.

Ask your doctor if you should get a vaccine to reduce your risk of pneumonia.

You should have a tetanus-diphtheria booster vaccination every 10 years.

A shingles or herpes booster vaccination may be given once after age 60.

Colon Cancer Screening

When: Adults between the ages of 50 and 80 should be screened for colorectal cancer. African Americans should start screenings at age 45.

People with risk factors for colon cancer such as long-standing ulcerative colitis, personal or family history of colorectal cancer, or history of large colorectal adenomas may need a colonoscopy more often.

Cholesterol Screening

When: Men over age 34 should be checked every 5 years. Women over age 44 should be checked every 5 years.

If you have diabetes, heart disease, kidney problems, or certain other conditions, you may need to be monitored more often.

Osteoporosis Screening

When: All women ages 50-70 with risk factors (white or Asian descent, BMI less than 19, low calcium intake and tobacco use) for osteoporosis should discuss screening with their doctor.

All postmenopausal women with fractures should have a bone density test (DEXA scan). Women under 65 who have risk factors for osteoporosis should be screened.

Breast Exams

When: Beginning at age 20, women should do a monthly breast self-exam. A complete breast exam should be done by a health care provider every year.

Women should contact their doctor immediately if they notice any change in their breasts, whether or not they do self-exams.

Pap Smear and Pelvic Exam

When: Women should have a Pap smear done once every 2 years starting within 3 years of onset of sexual activity or age 21, whichever comes first. Pelvic exams may be done more often to check for other disorders.

If your Pap smears have been normal 3 times in a row, your doctor may tell you that you only need a Pap smear every 3 years. Women who have had a total hysterectomy (uterus and cervix removed) may choose not to have Pap smears. Sexually active woman should be screened for chlamydia infection.

Eye Exam

When: Adults over the age of 40 should have regular eye exams every 2 years. Once you turn 45, make sure your eyes are checked for glaucoma.

Mammograms

When: Women over the age of 40 should have a mammogram done every 1 - 2 years, depending on risk factors.

Physical Exam

When: Every 2 - 5 years. Physicians don't recommend annual physicals any more.

Your height, weight, body mass index (BMI), and recommended screenings and immunizations should be checked at each exam. Routine diagnostic tests (x-rays, etc...) are not recommended.

Dental Exam

When: Annual visit to dentist for an exam and cleaning. Brush and floss teeth everyday.

Information provided by **Medline plus** – A service of the U.S. National Library of Medicine and the National Institutes of Health

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