



## 24 Hours a Day

Appreciate yourself for the hard work that you do for others—work, family, friends, etc. It's time to reward yourself with an invaluable gift—the gift of health and wellness.

We want to assist you in making health one of your top priorities and support you working toward your unique health improvement goals. Here are four key pillars of good health you may want to consider including in your health objectives:

### 4 Pillars

1. Weight management
2. Stress management
3. Physical activity
4. Nutrition

The good news is that these pillars often overlap. For example, regular physical activity, healthy nutrition, and stress management often lead to weight management.

Remember, it is the small steps we take every day that can add up to success in the end.

### Getting support

Sometimes it takes just a little extra help to get to your goal. At times, it's also helpful to have someone cheering you on and keeping you accountable. Consider working with a professional health coach or personal trainer. He or she can support you in making changes to your lifestyle that can improve your health and well-being. Your health coach or personal trainer can assist you with a number of goals including planning an exercise program, changing your eating habits, managing your weight, reducing your stress levels, even quitting tobacco use.

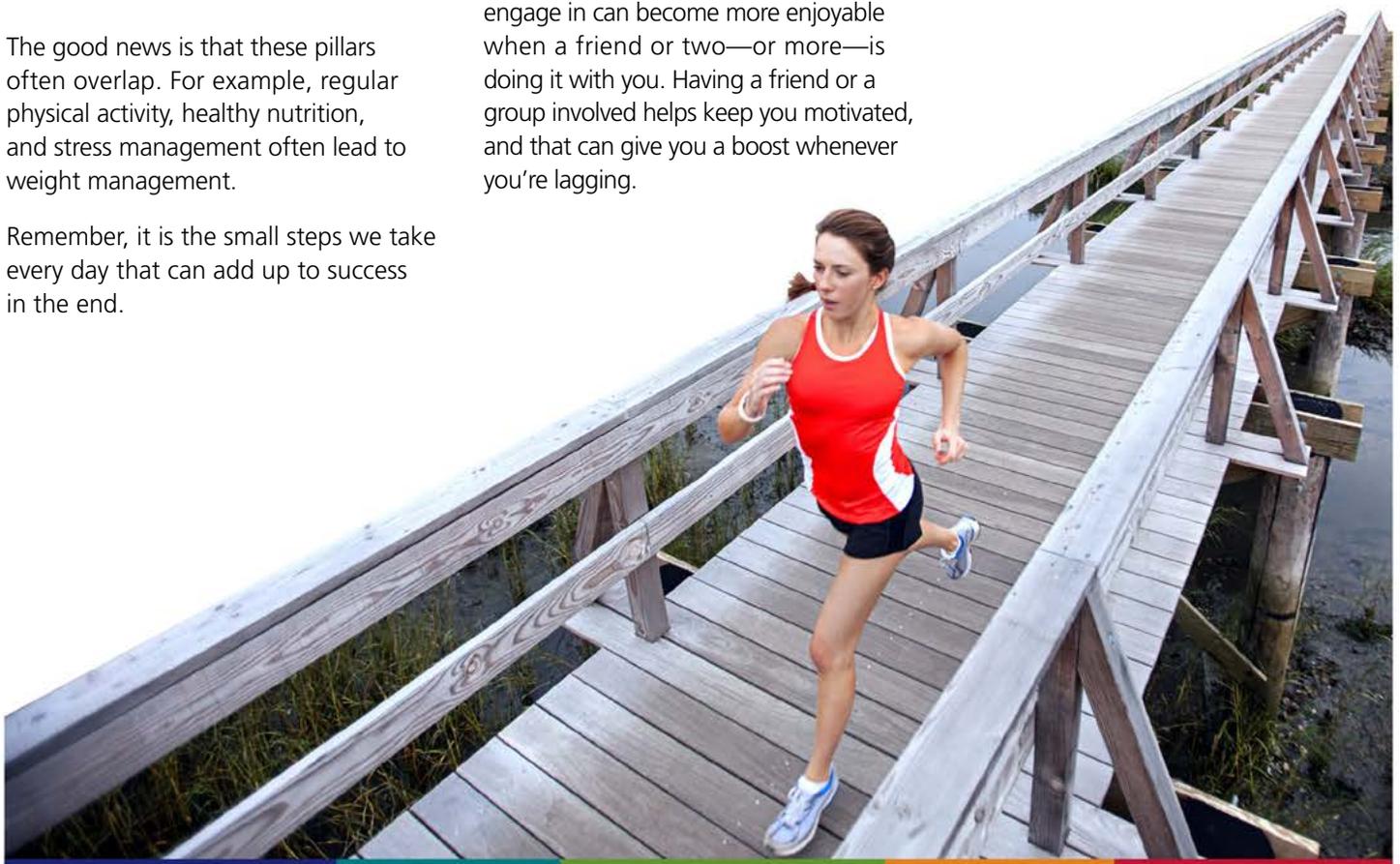
### Find a buddy

Whatever physical activity you choose to engage in can become more enjoyable when a friend or two—or more—is doing it with you. Having a friend or a group involved helps keep you motivated, and that can give you a boost whenever you're lagging.

For example, motivate some co-workers to add 5 or 10 minutes of activity—here and there—to their day. Choose activities like taking a brisk walk or climbing stairs. If you don't need to be in front of your computer, invite your co-workers to make your meetings “walking meetings.” Ideally, it will add up to 30 minutes or more per day.

### Enjoy the journey

The most important elements of healthy self-improvement are starting slowly, having fun and enjoying the journey. You'll be surprised how far you can go. Reward yourself for each of your victories. Don't forget to appreciate yourself, and savor your health and the new you every day!



# Think S.M.A.R.T

Set your sights on the prize



Setting a goal can give you the focus and concentration necessary for success.

You can use the **SMART** acronym to make your goal more effective:

**S**pecific: Make sure the goal is detailed enough to answer the Five Ws: who, what, when, where, and why? A well-defined goal is much easier to work on than a vague one. (For example, instead of saying, "I want to eat healthier," set your SMART goal as: "I will eat healthier by reducing the number of times I eat fast food during the week.")

**M**easurable: Give concrete criteria for monitoring the goal's progress. That way, you'll know if you're on track for accomplishing it, as well as when you've achieved it. (For example, counting the number of times you eat fast food each week—and limiting it to two times or less.)

**A**ttainable: Ensure your goal can actually be reached at the present time, and that it's not just a lofty ambition. (What are some practical ways to help you reach your goal? How confident do you feel in achieving your goal?)

**R**ealistic: The goal should be something that can be reasonably accomplished by you in the timeframe you've set. Adjust or change your goals if you find they're unrealistic. (Your goal might start out with eating healthy twice a week, and then you can work your way up to more times during the week as you figure out ways to incorporate healthy eating and meal prep into your schedule).

**T**imely: Create your goals within a manageable timeframe to remain on target to accomplish them promptly. (For example, you might set your goal to take a brisk 30-minute walk twice a week for a couple of weeks, and then based upon your success, increase it to three times a week for two weeks and keep building).

Every journey begins with a single step. So, start small and pick something you know that you can accomplish. You can use this achievement as a stepping stone to even more success.

## Record your progress

Follow your progress and manage your goals by keeping track of them in black and white. A simple spreadsheet can help you see your successes and motivate you to keep heading towards your ultimate aim—a healthier new you.

Don't forget to celebrate your small—and large—victories along the way. This can boost your self-esteem and keep you going strong.

# Making It Fun

Some tips for making being healthy at work easier—and more fun

## Getting started

We'd like to share the following fun ideas for staying healthy:

**Salad Club** – Meet with co-workers for a healthy eating club. Each person can bring a nutritious topping for a salad to divvy out. Take turns or assign each person a day for bringing the greens.

**Relaxing break** – Gather with co-workers for a relaxing break with deep breathing, calming music and a brief meditation session.

**Healthy celebration** – Celebrate your next holiday or birthday with healthy snacks low in fat and added sugar. You can even pick a particular country's cuisine as your theme.

**Get your just rewards** – Get a group together to participate in the Presidential Active Lifestyle Award (PALA) challenge, which is six weeks of moving, fitness, and eating right. When you've completed the program, you'll receive a PALA certificate as your reward.

**GimmeFive** – Share five ways you make healthy choices in your life, then ask co-workers to share five ways that they're choosing to be healthy. This can help you get people in your office talking about wellness. [Learn more about the GimmeFive Challenge](#)

**Stair-climb challenge** – Add calorie-burning movement into your day by challenging your co-workers to see who can climb the most floors for a week (or another given period of time). It's also a good way to add up smaller intervals of movement to meet the Department of Health and Human Services' (HHS's) recommended amount of 2.5 hours or more of physical activity a week. Bring a friend to make it more enjoyable!

**Treasure Hunt** – Gather with co-workers for an obstacle course that requires them to pick up "treasures" along the way. Choose a theme and see who can successfully complete the course while picking up the most treasures.

**Be an advocate for health** and wellness at your worksite. You can:

- Share emails letting your colleagues know about special health events at work and through local government—encouraging your coworkers to participate with you.
- Put up flyers with tips and suggestions for healthier living—along with invitations to groups, seminars, and other events.
- Post healthy tidbits from the Internet to your worksite bulletin board or break area.

[Get more on tips on our Appreciate Yourself page.](#)



# Feet First

Adopting an active lifestyle starts with proper footwear

Good shoes are essential for any type of workout, from walking to marathon running and everything in between. Wearing the right shoes keeps your feet comfortable and adequately supported while exercising and prevents you from suffering foot, ankle, shin, or knee injuries.

## Choose wisely

Be sure to buy the type of shoe that's suited for the physical activities you will engage in. For example, shoes with built-in shock absorbers are ideal for running, shoes with flexible soles are better suited for the constant back-and-forth of tennis, and high-topped footwear provides necessary support for your ankles in basketball. If you are active in various sports or exercises, consider a cross-training shoe or buy different sneakers for each activity.

## Get a good fit

Get your feet measured to ensure you choose a shoe size that fits, not just the size you'd like to wear. Your feet can swell throughout the day, so try on new footwear in the late afternoon, evening, or after exercising.

## Let go of the old

You may feel that it's easy to tell when you need new shoes. They might be full of holes, overly flimsy, devoid of traction on the bottom, losing their soles, or just worn-out looking. However, running shoes should generally be replaced every 300-400 miles, no matter how they look. If you run three miles a day, that means you should switch to a fresh pair about every three to four months. If you plan to participate in a walking or running event, allow yourself time to adjust to a new pair of shoes. It is not recommended to break in a new pair of shoes on the day of the event.

## Protect yourself

When running or playing sports, the pressure of your foot hitting the ground sends shock waves up your leg and can lead to a series of injuries, including stress fractures in the feet, ankle sprains, shin splints, knee inflammation, and even hip and back pain. The firmness of the cushioning in your shoes can have a positive impact on your running form.

When in doubt, always choose the shoes that feel the best to you. So, be comfortable in your own shoes and take the pain out of physical activity.