

My Life in Balance

Tips to manage your day stress-free



Health Net®

Welcome *to Health Net's* *My Life in Balance*

Get more out of work and your life.



Hit the reset button on your wellbeing!

The formula couldn't be simpler. Give yourself 20 minutes a day for 20 days – it's that easy!

You'll walk away:

- Feeling more energetic.
- Sleeping better.
- Thinking clearer.
- Feeling calmer.
- Taking greater control.
- With an improved overall outlook.

Maximize the enjoyment in your life. Let Health Net's My Life in Balance program help you make more time for yourself each day.



Geoffrey Gomez,
Health Net

*We're here to support
your health goals.*

Why My Life *in* Balance?

For many of us, keeping up with the fast pace of modern life is a full-time job. Trying to juggle productive work time and a fulfilling home life can be hectic and leave you feeling out of balance.

Health Net developed My Life in Balance to help you manage and maximize the most precious resource we have – time.

My Life in Balance shows you how to find more time each day, and it provides helpful ideas on how to spend that extra time to find balance and fulfillment in your life.

After completing the program, we hope you'll feel more energized, productive and focused.

How do I participate?

Follow these guidelines for your 20-day journey:

Take the Time Management Checkup

Add up your score in each area – work, home and play – to figure out which areas need attention. Use the Time Saver Tips and My Life in Balance Tips to help you along.



**Karen Boyd,
Health Net**

*We support positive
health outcomes.*

Give yourself 20

Think about ways you can spend 20 minutes every day enjoying yourself and relaxing. You can also break up the time into 5-minute increments throughout the day. Complete your My Life in Balance Pledge.



Relax and keep track

Each day, fill in your My Life in Balance Journal. Shade in the wedges as you go along, and keep track of your My Life in Balance activities. Continue to fill in the journal until you complete the entire 20 days of the program.

Try and perform your activities for all 20 days in a row, but if you can't, don't worry. You can skip a day or make up the time the next day. Remember, this is supposed to be relaxing!

Complete your evaluation

After you have completed the 20 days, remove your completed Evaluation and Completion Statement forms and submit them to your onsite wellness coordinator. Your completed forms may be used to award prizes. (Awarding of prizes is optional and done at the sole discretion of your company.)

Now that you've seen what just 20 minutes of relaxation and enjoyment a day can do, do all you can to make it a part of your daily routine. These activities will continue to help you balance your day and make the most of your precious time.

For more information about this topic, see the My Life in Balance resources listed on page 15.

Time Management Checkup

Take this time management checkup to find out how you are doing in the office, at home and at play! Simply answer all six questions in each category and write the matching number for your answer in the space provided. When you are finished, add up your totals in each category and compare your score to the scale on page 5.

1=never, 2=rarely, 3=sometimes, 4=always

<i>Work</i>	<i>Home</i>	<i>Play</i>
How often do you...	How often do you...	How often do you...
Feel that you are organized and have your time budgeted well. <input type="checkbox"/>	Feel that you spend enough time with your family. <input type="checkbox"/>	Participate in a leisure activity (e.g., gardening, bicycling or yoga) at least twice per week. <input type="checkbox"/>
Keep your desk organized and papers filed. <input type="checkbox"/>	Feel you get enough sleep each night. <input type="checkbox"/>	Plan a fun activity every week. <input type="checkbox"/>
Get out of the office for and/or have non-work-related discussions during your entire lunch break. <input type="checkbox"/>	Feel you have enough time in the morning so that you aren't rushed to get to work on time. <input type="checkbox"/>	Feel that you have enough time for your favorite hobbies and activities. <input type="checkbox"/>
Feel that you have enough time to finish your workload. <input type="checkbox"/>	Plan your weekly menu and grocery list and stick to it. <input type="checkbox"/>	Feel you spend enough time with your friends. <input type="checkbox"/>
Take a few minutes a couple times a day to relax at your workstation. <input type="checkbox"/>	Take advantage of time spent waiting in line or for appointments by reading, checking your "to do" list, etc. <input type="checkbox"/>	Laugh out loud at least once a day. <input type="checkbox"/>
Return phone calls and/or emails at set times during the day. <input type="checkbox"/>	Plan out weekly chores and delegate if necessary. <input type="checkbox"/>	Feel that your weekend was well spent. <input type="checkbox"/>

Total: _____

Total: _____

Total: _____

What your score means:

20–24

Congratulations! You are doing very well with this area of your life. Help a friend. Keep up the good work.

15–19

You are on your way. There is still room for improvement, so keep on trying.

10–14

You have some challenges in this area of your life.

10 or less

You need to rethink this area of your life.

No matter what you've scored, you can benefit by taking time for yourself. Read the time-saver tips, and learn how to save time and increase your satisfaction at work and at home.

Please note: This assessment is for educational purposes only and is not intended to be a diagnostic tool. For information about stress, anxiety or depression, please contact your doctor.



Time-Saver *Tips*



Not enough hours in the day? Looking for a little “me” time?

Here are 20 ways to find an extra five minutes.

- 1 At the end of each day, make a list of everything you want to do tomorrow, and stick to it.
- 2 Prioritize tasks, and do the important ones first – when your energy level is the highest.
- 3 Focus on one project at a time.
- 4 Clean off your desk at the end of each day. Start fresh the next day, organized and ready to go.
- 5 If someone drops into your office to chat, politely tell them you’ll catch up with them later (unless it’s the boss!). Better yet, put a sign on your door to let people know not to interrupt you so you can finish a project.
- 6 Schedule times of the day to check your voicemail and email, and stick to them.
- 7 Bring a three-minute hourglass to work and limit your phone calls to that period of time whenever possible. Let your answering machine or voicemail pick up your messages.
- 8 Pick out your wardrobe the night before (and iron if necessary).
- 9 Tear up and throw away your junk mail without opening it. Put a “no soliciting” sign on your front door.
- 10 Combine similar trips and tasks. Drive to the grocery store on your way home from work.

- 11 Cook in large quantities and divide it up for the week.
- 12 Learn to say “no, thank you” to the continual requests for the bake sale, babysitting the neighbor’s kids, and coaching Little League.
- 13 Throw potluck dinner parties instead of trying to do it all yourself.
- 14 Create one-dish, healthy meals.
- 15 Order products online and use delivery and household cleaning services.
- 16 Use a microwave, Roomba (robot vacuum), crockpot and other time-saving appliances.
- 17 Buy gift certificates rather than searching for the perfect gift.
- 18 Buy each of your school-age kids their own alarm clock and let them be responsible for getting themselves ready.
- 19 Shorten your trips to the grocery store by making and sticking to your shopping list. Skip those aisles that don’t have things on your list.
- 20 Use the ATM so you don’t have to spend time in line inside the bank.

Nicole daLomba,
Health Net
*We bring resources
to your fingertips.*



My Life in Balance Tips

Now that you've got an extra five minutes, here are 20 ideas for ways to spend them...

- 1 Call that friend you haven't spoken with lately.
- 2 Write down three things that you're grateful for. Keep a running list.
- 3 Do five minutes of stretching, deep breathing or taking a mini "mind" vacation.
- 4 Read five more pages of a book you've always wanted to finish.
- 5 Listen to your favorite music.
- 6 Massage your own neck, shoulder, calves, or feet.
- 7 Watch a comedy video on Youtube.
- 8 Check in with a member of your family.
- 9 Enjoy a relaxing hobby.
- 10 Walk up and down stairs.
- 11 Create a "happy" file and fill it with cards from friends, drawings by the kids or your favorite jokes.
– Take out your "happy" file – enjoy!
- 12 Send a "just because" card to someone you love.
- 13 Shoot some baskets, hit a dozen golf balls, or hit the tennis ball against the garage door.
- 14 Unplug your devices and enjoy the silence.
- 15 Play with your pet.

- 16 Take five minutes and organize your photo gallery.
- 17 Lay down on the grass and watch the clouds or the moon and stars.
- 18 Expand your mind by reading about astronomy or physics or whatever is different and intriguing to you.
- 19 Spend time in the bookstore in an aisle you've never visited.
- 20 Light the candles, put on some music, and soak in the tub.



My Life *in* Balance Pledge

I, _____, am starting a program on
_____ (date).

For the next 20 days, I will set aside 20 minutes every day to rejuvenate.

I understand this can be done in 5-minute increments.

The best times for me to practice My Life in Balance activities are:

My Life in Balance activities I plan to use are:

I will record my activities in a My Life in Balance journal every day.

If I meet my weekly goals, I promise to reward myself with:

Signature: _____

My Life in Balance Journal

Are you ready for My Life in Balance?

It's time to spend 20 minutes each day taking time out, just for you. You pick the time, the place and the activity.

- Post your journal where you will see it every day.
- Shade in a wedge for every 5 minutes you spend rejuvenating – you get four 5-minute slots per day.
- Record the My Life in Balance activities you did on that day.

Below shows an example of 4 wedges shaded in and the activities logged to complete a 20-minute day:

Journal example:



Massage your own neck, shoulder, calves, or feet. Check in with a member of your family. Call that friend you haven't contacted lately. Listen to your favorite music.

Ready? Let's begin:









































Once you have completed your journal, fill out the *My Life in Balance* Evaluation and Completion Statement forms, and return these to your onsite wellness coordinator.

My Life in Balance Resources

Websites

Health Net

www.healthnet.com

American Heart Association

www.heart.org/stress

Helpguide

www.helpguide.org/topics/stress.htm

Mind Tools

www.mindtools.com/smpage.html

National Institute of Mental Health

www.nimh.nih.gov

Decision Power Healthy Living Stress Relief Program

For more information and resources on stress management, log in or register on www.healthnet.com > *Wellness Center*.



Mark Rivera,
Health Net

*We help you make informed
health decisions.*

My Life in Balance Evaluation Form

After you have finished the program, please complete this evaluation and submit it to your onsite wellness coordinator.

Age: _____ Male: Female:

1. Have you experienced any of the following as a result of participating in My Life in Balance? (Check all that apply.)

- Improved quality of sleep
- Increased energy level
- A more positive outlook at work
- Don't feel "stressed out" as often
- Feel more relaxed
- Feel more productive
- Relationships with others have improved
- Other: _____

2. Do you feel that your overall level of stress has reduced since you started My Life in Balance?

- Yes No

3. Which area of your life (from the time management checkup) needed the most improvement?

4. Which area of your life improved the most as a result of participating in My Life in Balance?

5. How likely are you to continue practicing tips from My Life in Balance?

- Definitely Maybe
 Very likely Not likely
 Likely

6. How satisfied are you with the program?

- Exceptionally satisfied Slightly satisfied
 Very satisfied Not satisfied
 Generally satisfied

7. What did you like most about the program?

8. Would you participate in this type of program again?

- Yes No

9. Are you a Health Net member?

- Yes No

If so, for how long? Less than 1 year More than 1 year

10. As a Health Net member, you have access to complimentary wellness programs on HealthNet.com.

– Are you registered on HealthNet.com?

- Yes No

– Have you completed your Health Risk Questionnaire (HRQ)?

Yes No, but I plan to do it soon

11. Did you know the My Life in Balance program was created by Health Net?

Yes No

12. Has your perception of Health Net changed as a result of your experience in this program?

Better Same

13. Please make suggestions on how we can improve the program.

*My Life in Balance Completion Statement Form**

I have entered the 20 minutes in 20 days journal, and completed the My Life in Balance evaluation!

Name: _____

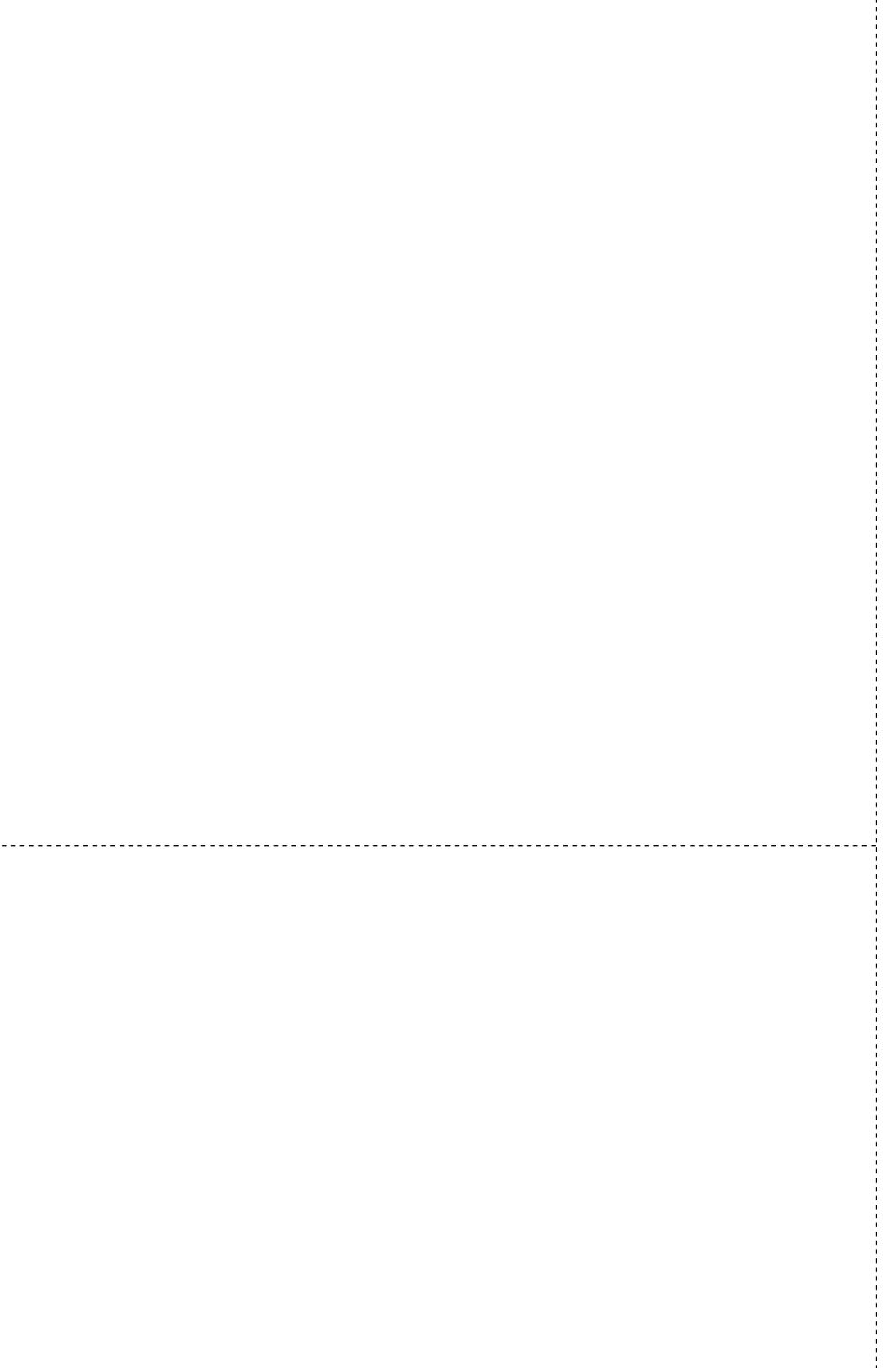
Address: _____

City/State/ZIP: _____

Phone: _____

Company/Department: _____

*The Completion Statement Form may be used by your employer as a ticket to award prizes to those who have completed the program.



Look for *My Can-Do Nutrition Plan* and *My Road to Fitness* programs, all part of the “Healthy Challenge” Series.

www.healthnet.com

