



## *A Professional Growth Module: Personal Wellness*

### Instructions for the Learner

We hope you enjoy this Inservice, “Personal Wellness.” It has been prepared especially for nursing assistants like you. You work very hard, and we appreciate the effort you make to complete these educational materials. It shows your desire to continue learning and growing in your profession.

#### What will you learn?

*After finishing this inservice, you will be able to:*

- Describe the five components of personal wellness.
- Describe the four skills that help you manage stress.
- List at least five health consequences of being overweight.
- Discuss at least three of the 2005 healthy eating guidelines.
- Describe the four components of physical fitness.
- Discuss your own personal wellness goals.

#### **If you are studying the inservice on your own, please do the following:**

- Read through **all** the material. You may find it useful to have a highlighting marker nearby as you read. Highlight any information that is new to you or that you feel is especially important.
- If you have questions about anything you read, please ask \_\_\_\_\_.
- Take the quiz. Think about each statement and pick the best answer.
- Check with your supervisor for the right answers. You need **8 correct** to pass!
- Print your name, write in the date, and then sign your name.
- Keep the inservice information for yourself and turn in the quiz page to \_\_\_\_\_ no later than \_\_\_\_\_ Show your Inservice Club Membership Card to \_\_\_\_\_ so that it can be initialed.

**THANK YOU!**



## A Professional Growth Module: Personal Wellness

### What Is “Wellness” All About?

#### Inside this issue:

<i>The Five Components of Wellness</i>	2
<i>Beyond the Physical Aspects of Wellness</i>	3
<i>Dealing with Stress &amp; Avoiding Job Burnout</i>	4
<i>Enjoying a Good Night’s Sleep</i>	5
<i>Your Family Health History</i>	6
<i>Eating Right</i>	7
<i>Controlling Your Weight</i>	8
<i>Drinking Plenty of Water</i>	9
<i>Getting Regular Exercise</i>	10-11
<i>Giving Up Tobacco</i>	12
<i>Moving Toward Wellness</i>	13

The term “wellness” means so much more than just being free from disease. Wellness is what’s known as an “holistic” concept. This means that it involves the *whole person*, not just someone’s blood pressure, body fat, exercise routine or eating habits.

Wellness is a *mindset*, a lifestyle approach that leads to good health and a satisfying life. When people focus on their personal wellness, they:

- Become aware of the consequences of the choices they make in their daily lives. *For example, Sally reads up on the consequences of smoking and learns that each cigarette she smokes shortens her life by up to 20 minutes.*
- Accept responsibility for themselves and their total well-being. *Sally used to blame her brother for getting her “hooked” on cigarettes, but now she realizes that it is her choice to continue to smoke.*
- Develop habits that help improve their physical, emotional, social and mental fitness. *Sally decides to quit*



***It’s common for healthcare workers to take better care of others than they do of themselves. How about you? Be sure to consider your own wellness needs!***

*smoking by using nicotine patches and by joining a Smokers Anonymous support group that meets at her church. She makes new friends in the group and is successful in kicking her cigarette habit.*

Keep in mind that wellness is *not* about perfection. To achieve personal wellness doesn’t mean you have to run marathons or give up sweets forever. It does mean learning about the different ways you can make the most of your health and boost the quality of your life. Keep reading to find out more!

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## The Mind-Body Connection

The idea of wellness involves much more than just being physically healthy. Why? It's because the mind and the body are so closely connected.

For example, let's look at the immune system—which serves as the body's defense against infectious organisms and other invaders. Research has shown that negative emotions—such as anger, frustration and fear—keep the

immune system from working properly. On the flip side, positive emotions—such as love, contentment and joy—boost the immune system, increasing its ability to keep us healthy.

Countless studies have proven this mind-body connection. ***So what's the bottom line?*** A healthy mind promotes a healthy body...and vice versa!



## The Five Components of Wellness

*To work toward wellness, it's important to focus on five different components of life, including:*

### Emotional Wellness

People who are emotionally well are able to express their feelings freely. They know how to handle the stress of their daily lives and know when and how to seek support from others. They also work to develop healthy relationships with others.



### Intellectual Wellness

Ongoing education is important for intellectual wellness. People who are intellectually well enjoy learning new things, expressing their creativity, and improving their skills. (For

example, by reading this inservice, you are working on your intellectual wellness.)



### Physical Wellness

Proper nutrition, exercise and other healthy habits are all part of physical wellness. People who are working on their physical wellness avoid the use of tobacco, drugs and excessive alcohol. They also seek proper medical care when necessary.



### Social Wellness

People with social wellness contribute to their community by maintaining healthy relationships with a variety of people—despite any

differences in background or ethnic origin. They practice good communication skills with everyone they meet and when conflict arises, they work to resolve it in a healthy manner.



### Spiritual Wellness

People who are spiritually well spend time thinking about their own beliefs and values and strive to find a source of inner peace and strength. This "soul searching" may involve a relationship with a "higher power" which helps them deal with the ongoing challenges that life brings.



## Beyond the Physical...

*Here are a few tips that may help you with wellness issues that go beyond physical health.*

### To Enhance Your Emotional Wellness:

- Think about keeping a journal in which you express your emotions freely.
- Try the old “count to ten” trick when you feel angry.
- Spend some time every day exercising your sense of humor...and enjoy a good laugh!
- Work on reducing and/or managing the stress in your life.
- Learn the symptoms of depression—and if you see them in yourself—discuss the problem with your physician.



### To Increase Your Intellectual Wellness:

- Listen to new ideas with an open mind. And don't be afraid to share your thoughts.
- Before making a big decision, think carefully about the “pros” and “cons”.
- Learn a new hobby or a foreign language.
- Read a book, magazine or newspaper.
- Try to keep up with current events. Discuss them with friends or family members.
- Do a crossword puzzle.
- Visit a museum or go to a concert.



### To Boost Your Social Wellness:

- Practice your listening skills by focusing carefully on what other people are saying.
- Try putting yourself in other people's shoes in order to understand them better.
- Call or write an old friend who you haven't seen in a while.
- Say “yes” when friends invite you to do something with them.
- Make new friends by joining a club, taking a class or doing volunteer work in your community.



### To Strengthen Your Spiritual Wellness:

- Get to know who you are by spending time examining your own values. How do you really feel about things like honesty, family, education, religion, money, respect and community service?
- Discuss your values with people who are close to you.
- Once you have defined your own values, try to make your day-to-day actions *match* your beliefs—so that you are being true to who you really are.
- Don't be afraid to have hopes and dreams for yourself and for those you love.



**For more information on depression, please ask your supervisor about our inservice entitled “Understanding Depression”.**

## Dealing With Stress

Being under stress is common in today's busy world. Some sources of stress include:

- Dealing with challenges in your personal life.
- Trying to do too much in too little time.
- Consuming too much caffeine on a regular basis.
- Worrying about things that you can't control.
- Focusing on other people's needs, but not your own.

No matter what the source of stress, it's important to learn how to deal with it effectively. Too much stress can be harmful to your health—contributing to conditions such as heart disease, ulcers and cancer. To manage the stress in your life, try practicing these four skills:

### 1. Awareness

Try to figure out the things that make you feel stressed, the way you feel—physically and emotionally—when you are under stress and the way you behave when you're stressed out. If you skip this step, you'll have a hard time managing your stress.

### 2. Acceptance

Practice dealing with problems by keeping them in perspective. Ask yourself, "Can I do anything about this situation?" and "What advice would I give a friend who was in this same situation?" While it can be hard to smile when things are going wrong, it's easier to deal with stress when you have a positive attitude.



### 3. Coping

Learning to cope with daily stress is an important skill. Some people find that exercise—such as a brisk walk, a swim or even dancing—is a great way to "blow off steam". Taking a few moments to relax and breathe *deeply* can also help.



### 4. Action

Work on taking control of your stress by making a plan. Think of ways that you can change your life to make your days go more smoothly. By changing your daily routine or giving up a bad habit, you'll be taking positive steps to lower your levels of stress.



## Avoiding Job Burnout

As a healthcare employee, you probably face a great deal of on-the-job stress.

*For example, there may be a staff shortage where you work. Your client population may be sicker than they used to be. You tend to be on your feet most of the day. You may feel like you're needed in two places at once—all the time! And, you probably have to cope with the death of clients, some of whom you may have worked with for years. Talk about stress!*



The more you focus on your own wellness by following the tips provided in this inservice, the less likely you are to suffer from job burnout. You can also use the same four stress management skills listed above to deal with the pressure that comes from your job.

**For more information on managing your stress, ask your supervisor about our inservice, *Stress Management Skills*.**

# Enjoying a Good Night's Sleep

***An important part of a healthy lifestyle is getting an adequate amount of sleep every night. Here are some tips for doing just that:***

## **Set Your Body Clock**

Try going to bed and waking up at the same time every day, including weekends—even if you didn't get enough sleep. This helps train your body to sleep on a regular schedule just like eating at the same time every day teaches your body to feel hunger at mealtime.



## **Get Some Daily Exercise**

Stay physically active during the day. Moderate exercise—such as a brisk walk—seems to promote sleep, especially when done in the late afternoon. Some people find that a gentle stretching routine for several minutes just before getting into bed helps induce sleep.

## **Give Your Stomach a Break**

Eat your evening meal at least four hours before bed so that your digestive system will be reasonably quiet by the time you're ready to sleep.



## **Avoid Caffeine in the Evening**

Caffeine, a chemical in coffee, colas, tea, chocolate, etc., causes hyperactivity and wakefulness.

## **Cut Down On Alcohol**

Alcohol might help you get to sleep, but it results in shallow and disturbed sleep, abnormal dream periods, and frequent early morning awakening.



## **Set a Bedtime Routine**

Develop a bedtime routine. Do the same thing every night before going to sleep. For example, if you do some toe touching exercises and then read for ten minutes every night, soon your body will connect these activities with sleeping. Some people sleep better in a clean and neat environment, so they like to straighten their bedroom just before going to bed. Find your own sleep-promoting routine.

## **Take a Warm Bath**

Try taking a bath before going to bed. This helps relax and soothe your muscles. (Keep in mind that a shower doesn't seem to have the same effect. Showers tend to wake people up—not relax them.)



## **Sleep In a Relaxed Atmosphere**

Make sure your bedroom is quiet and dark. If noise is a problem, use a fan to mask the noise or use ear plugs. If you must sleep during the day, hang dark blinds over the windows or wear an eye mask.

## **Don't Toss and Turn**

If you're still awake after trying to fall asleep for 30 minutes, don't stay in bed, tossing and turning. Instead, get up and go to another room. Sit quietly for about 20 minutes, reading or listening to peaceful music, before going back to bed. Do this as many times as you need to until you can fall asleep.

**For more information on the importance of sleep, ask your supervisor about our inservice, *Understanding Sleep Disorders*.**

## How Healthy Is Your Family Tree?

Most people are aware that diseases can run in families, passing down from one generation to the next. For example, if both your grandfather and your father have high blood pressure, you have a higher risk than normal for developing the same condition.

It's important to keep track of any illnesses that have been diagnosed in your parents, grandparents and other blood relatives. This information can help your doctor predict your risk for certain disorders and may help motivate you to make healthier lifestyle choices.



If you are unsure about your family's health history, take advantage of holiday gatherings or family reunions to bring up the subject with your family members. Consider taking notes so that you don't forget anything. Here are some of the most common conditions that you may want to discuss with your relatives:

- Asthma
- Cancer
- Diabetes
- Epilepsy
- Eye Disorders
- Heart Disease
- Hypertension
- High Cholesterol
- Kidney Disease
- Mental Illness
- Osteoporosis



**To learn more about the common diseases listed here, ask your supervisor about In the Know disease process inservices.**

## Does History *Have* to Repeat Itself?

Does heart disease, cancer, hypertension or diabetes run in your family?

Even if your family health history includes a number of serious conditions, it does not mean that you are "destined" to develop them yourself.



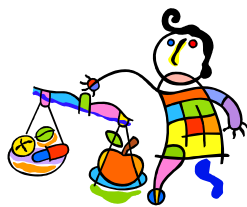
Genetic factors—such as your family's health history—account for about 30% of how healthy you'll be as you get older. The rest is up to you—and to the lifestyle choices you make each and every day.

So, while you can't change your family health history, you are responsible for your own lifestyle choices. Making choices that move you up the scale toward wellness leads to many benefits, including:

- Getting more enjoyment out of life.
- Having more energy.
- Coping better with stress.
- Having more enthusiasm for work.
- Maintaining a more positive outlook on life.
- Decreasing your risk for chronic diseases.

## Eating Right

Eating right is an essential part of personal wellness—regardless of how much you weigh. For many years, we relied on a “nutrition pyramid” to show us how to plan healthy meals. In 2005, the U.S. government created new guidelines for healthy eating. These guidelines include the following recommendations:



- Include a variety of **fruits** in your diet. Eating the *whole* fruit is a better choice than drinking fruit juice.
- Eat a “rainbow” of **vegetables**, such as dark green broccoli or kale, orange carrots or sweet potatoes, and yellow peppers or summer squash.
- Add **legumes** to your diet—like pinto beans, black beans, split peas and lentils.
- Be sure to consume some **calcium-rich** foods such as low-fat milk, yogurt or cheese.
- Choose **whole-grain** cereals, breads, crackers, or rice over highly processed grains. (Hint: Look for the word “whole” in the list of ingredients.)
- Eat only **lean protein**, like lean meats, poultry and fish. Bake, broil or grill meats without added fat. And, don’t forget, both legumes and nuts are also high in protein.
- Get in the habit of checking nutrition labels on the foods you buy. Look for foods that are low in saturated fats, trans fats, sodium and sugar.

Nutrition Facts	
Serving Size 2 tsp (5g)	
Servings Per Container about 40	
Amount Per Serving	
Calories 20	Calories from Fat 15
% Daily Value*	
<b>Total Fat</b> 1.5g	2%
Saturated Fat 1g	5%
Trans Fat 0g	
<b>Cholesterol</b> <5mg	2%
<b>Sodium</b> 85mg	4%
<b>Total Carbohydrate</b> 0g	0%
Dietary Fiber 0g	0%
Sugars 0g	
<b>Protein</b> 2g	
Vitamin A 0%	Vitamin C 0%
Calcium 6%	Iron 0%
*Percent Daily Values are based on a 2,000 calorie diet.	

- Find a balance between how much you eat and how much you exercise. If you overeat by just 100 calories every day, you’ll gain one pound a month—over 10 pounds a year! (How much is 100 calories? An 8-ounce glass of Coke, a large apple, 10 potato chips and 2 ounces of lean roast beef all contain 100 calories.)
- Plan your meals around foods that are high in vitamins, minerals and other nutrients. If you fill up on high-calorie foods that contain “empty” calories, your body will pay the price. (Keep in mind that a food is considered “high calorie” if one serving contains 400 calories or more.)
- Eat a balanced diet by imagining that your plate is divided into three equal sections. Fill one section with lean protein, another with a variety of vegetables and the last section with some type of whole grain.
- Drink alcohol in moderation only. This means up to one drink per day for women and up to two daily drinks for men. One 12-ounce beer, 5 ounces of wine or 1.5 ounces of hard liquor all count as one drink. Keep in mind that all alcoholic beverages contain calories while offering little to no nutritional value.



**For more information on the importance of healthy eating, ask your supervisor about our inservice, *Basic Nutrition & Hydration*. Or, download the complete 2005 Dietary Guidelines for Americans at [www.healthierus.gov/dietaryguidelines](http://www.healthierus.gov/dietaryguidelines)**



## Controlling Your Weight

Have you heard the bad news? Obesity is now considered an epidemic across the United States, affecting more than 25% of all adults. Sadly, obesity-related causes kill 300,000 Americans every year. In fact, studies have shown that obesity can shorten someone's life by as much as 20 years!



According to the National Institutes of Health, people are considered *obese* if they carry over 20% more weight than is healthy for their height, frame and age. *For example, Susan, age 35, is 5 feet, 6 inches tall, with a medium build. A healthy weight for her would be 145. However, Susan weighs 195 pounds which is 34% more than her desired weight. She is considered obese.*

Even more Americans are simply *overweight*, carrying from 5 to 29% more weight than they should. The health consequences of being too heavy are serious, including an increased risk for:

- High blood pressure
- High cholesterol
- Diabetes
- Heart disease
- Stroke
- Gallstones
- Arthritis
- Certain cancers, including breast, colon and prostate cancer
- Asthma
- Infertility



There is some good news. Studies have shown that when overweight people lose even a small amount—such as ten pounds—they reap a number of health benefits. If you are carrying extra weight, remember that the best way to lose it is by making gradual (but permanent) changes that help you drop the pounds slowly.

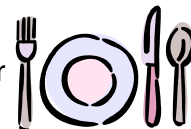
Here are a few simple tips to help you get started:

### Learn About Portion Size

Most Americans have come to expect more and more food on their plates and have forgotten what a normal-sized portion of food looks like. For example:

- 1 serving of meat = the size of a deck of cards
- 1 serving of fish = the size of a checkbook
- A medium potato = size of a computer mouse
- 1 serving of peanut butter = the size of a ping pong ball
- 1 serving of pasta = the size of a tennis ball
- An average bagel = the size of a hockey puck

Hint: If you enjoy seeing a full plate of food in front of you, try using a smaller plate!



### Enjoy Your Food

Try not to rush through your meals. Instead, take pleasure in the taste of each food you are eating. Chew your food slowly, enjoying every bite. It will take you longer to eat each meal, giving your stomach time to signal your brain that it is full.

### Skip the Scale

When dieting, many people are tempted to weigh themselves every day. Don't fall into this trap! Your weight may vary by up to 5 pounds every day, so it's best to weigh yourself just once a week. In between weigh-ins, focus on how good you feel and how your clothes are fitting. You'll know that the pounds are disappearing if you have to notch your belt tighter to keep your pants up!

*"Getting my lifelong weight struggle under control has come from a process of treating myself as well as I treat others in every way."*

Oprah Winfrey

## Drinking Plenty of Water

Sure...water is good for you. *But how much is enough?* Recent studies have shown that if you divide your weight by two, you'll get the minimum number of ounces you should drink every day. For example, if you weigh 150, you should drink at least 75 ounces of water daily—more if you exercise.

Keeping your body well hydrated will help to:

- Suppress your appetite naturally and help your body metabolize stored fat.
- Regulate your digestive system.
- Plump the skin and keep it clear, healthy and elastic.
- Get rid of any “water weight” you may have. (Remember...when the body doesn't get enough water, it begins to hold onto every drop, resulting in excess water weight, swollen ankles and puffy hands.)
- Keep your brain sharp (since it is 85% water) and help chase away headaches.



## Tap or Bottled Water?

- Keep in mind that 25% of all bottled water is simply tap water that is from an acceptably clean source.



- One of the purest drinking waters is purified water. Check the label on the bottle for the word “purified”.
- After being opened, bottled water grows bacteria, and can even grow algae if it isn't consumed within a few weeks. To keep the water fresh, store it in a cool, dry place

(preferably the refrigerator) and drink it within 2 weeks of opening.

- You can't judge the safety of water by how it smells or tastes. Municipal water systems must comply with the federal Safe Drinking Water Act. As such, your community's water is constantly and thoroughly tested for harmful substances.
- Some research suggests that tap water is safer than bottled water, but the debate rages on. Your best bet is to drink plenty of whatever water is available—whether it is tap or bottled.

## Cutting Down on Caffeine

Found in many foods including coffee, tea, chocolate and many carbonated beverages, caffeine is the world's most popular drug. Caffeine is also found in over-the-counter medicines, such as pain relievers, appetite suppressants and cold medicines.

Some studies have shown that caffeine may be harmful for people with heart disease, diabetes, digestive disorders and cancer. However, the American Medical Association considers up to 300 milligrams of caffeine per day to be a safe amount.

That's about *three* 8-oz cups of coffee or *seven* cups of tea. Consuming more caffeine than recommended can lead to a rapid heart rate, excessive urination, nausea and vomiting, restlessness, anxiety, depression, tremors and difficulty sleeping.



Quitting caffeine “cold turkey” may cause headaches, drowsiness, irritability, nausea, vomiting, and other symptoms. If you have been consuming lots of caffeine, try reducing your intake gradually to prevent any symptoms of withdrawal.

## Getting Regular Exercise

**Exercise is good for us. We all know that. But, here are some more reasons to make exercise a regular part of your day. Exercise:**

- Improves the quality of your life, giving you more energy to do the activities you enjoy.
- Cuts the risk of heart disease in half.
- Chases away depression.
- Helps prevent certain types of cancer, including colon and breast cancer.
- Boosts your self-image.
- Relieves stress and anxiety.
- Helps you go to sleep faster and improves the overall quality of sleep.
- Slows the aging process.
- Increases the good (HDL) cholesterol.
- Improves overall mental sharpness, including your memory, your creativity and your ability to concentrate.



## Including the Four Components of Physical Fitness

### Cardiovascular Fitness

This includes activities—such as walking, swimming, jogging and biking—that get your *heart* pumping.



### Muscle Mass and Definition

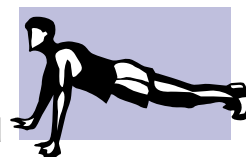
To get your *muscles* in tiptop shape, include some kind of strength training—like weight lifting—in your exercise routine.

### Flexibility

Stretching exercises help keep your *joints* moving freely and your *muscles* long, lean and flexible.

### Balance

Exercises—such as yoga—that require you to keep your balance work the “core” muscles of your *abdomen* and *back*.



## What Is “Moderate” Exercise?

Experts agree that daily moderate exercise can provide significant health benefits...but what exactly is “moderate” exercise?

**A moderate amount of physical activity uses approximately 150 calories per day or 1000 calories per week.** Here are some ways to burn 150 calories a day:

- 35 minutes of brisk walking
- 15 minutes of stair walking
- 45 minutes of playing volleyball
- 45 minutes of gardening
- 30 minutes of fast dancing
- 30 minutes of raking leaves
- 15 minutes of bicycling at 16 mph
- 15 minutes of shoveling snow



As you can see, moderate exercise doesn’t have to take a lot of time out of your day. Pick an activity you enjoy, add in some strength training, stretching and balance exercises, and you’ll be on your way to physical fitness.

## Exercise Tips

- If it's been a while since you did any type of regular exercise, discuss your exercise plans with your physician.



- Start out slowly and build up your level of activity gradually over a period of months. This will help prevent soreness and injury.

- Pick an exercise you enjoy doing and/or make plans to exercise with friends. You'll be more likely to stick with it.



- Make sure you stay hydrated during exercise. Plan on drinking 4 ounces of water after every 15 minutes of exercise.
- Don't forget to stretch. Stretching makes you more flexible, makes you feel relaxed, improves your blood flow, and keeps your muscles from getting tight after doing other exercises.



- Remember that breathing harder than normal during exercise is fine, but you should still be able to speak. If you have trouble talking while you're exercising, slow down!

- Get in the habit of being more active throughout your day. For example, park your car further away than you normally would or take a walk with your dog.



- Consider keeping an exercise journal. For example, write down how many minutes you've exercised or how many miles you've walked each day. You'll be surprised—and pleased—at how quickly they add up!



### Here's An Idea!

***Have you heard about the recommendation that we all take at least 10,000 steps every day? Using a pedometer (a little gadget that counts how many steps you take), you can literally become stronger and fitter, one step at a time.***

***One step for the average person spans about 2.5 feet, making 10,000 steps add up to about 5 miles. Someone who is a "couch potato" may only take a couple of thousand steps per day. By upping their daily steps by 500 for one week, another 500 the next week, and so on, most people can work up to the full 10,000 steps in just a few months.***

***Aren't you curious how many steps you take in one day? Consider investing in a pedometer. (You can buy one for less than \$10.) It's a fun way to get motivated and to track your exercise progress.***

## Giving Up Tobacco

A recent report from the U. S. Surgeon General states that the effects of tobacco are even worse than anyone knew. **“The toxins from cigarette smoke go everywhere the blood flows.”**

Smoking harms nearly all of the body’s organs—even the skin, and is linked to at least 1200 deaths per day across the U.S.

All forms of tobacco are hazardous to the body—even chewing tobacco and snuff. There are over 4000 chemicals in tobacco; 400 of them are harmful and at least 63 of these chemicals are known to cause cancer in people.

Here are just a few of the ingredients found in tobacco—and the smoke it creates:

- **Acetone**—a chemical used in nail polish remover.
- **Hydrogen Cyanide**—rat poison.
- **Carbon Monoxide**—an odorless, colorless toxic gas.
- **Arsenic**—a fatal poison.
- **Formaldehyde**—a chemical used to preserve the dead.
- **Lead**—a poisonous metal.
- **Nicotine**—the chemical that makes cigarettes so addictive.

Found naturally in tobacco, nicotine produces physical and “mood-altering” effects that the brain’s “pleasure centers” find satisfying for a short period of time. Studies have shown that it may take only a few weeks of smoking for the body to begin to crave nicotine.



Signs of nicotine addiction include: *an inability to stop smoking; continuing to smoke even when health issues arise; giving up social activities in*

*order to smoke; and experiencing withdrawal symptoms when trying to quit.*

If you use tobacco—and have a desire to stop—you may want to consider:



### Quitting On Your Own

- Giving up tobacco “cold turkey” without the help of any medications can be very difficult, yet many smokers try this method.

### Using Nicotine Replacement

- This method of quitting gives the smoker a small dose of nicotine to help with the urge to smoke. It helps reduce the withdrawal symptoms that make it difficult for smokers to quit.
- Nicotine therapy costs about the same as a daily pack of cigarettes.
- Nicotine patches, nicotine gum and nicotine lozenges are available over-the-counter. Nicotine nasal spray and nicotine inhalers are only available with a doctor’s prescription.

### Taking Non-Nicotine Medications

To help a smoker quit, other medications which don’t include nicotine, such as antidepressants, may be used alone or with nicotine replacement therapy.

### Finding a Support Program

- One example is a 12-step program like “Smokers Anonymous” or “Nicotine Anonymous” that can be found in many communities. People who seek support are more likely to quit for good.

**For more information on the consequences of smoking, ask your supervisor about our inservice, *The Effects of Smoking.***

# Moving Toward Wellness...One Step At a Time

## Make Definite Goals

- It helps to have a specific plan of action that will guide you toward your goal. Rather than "I will eat better," try "I will have at least four servings of vegetables every day." Or, instead of "I'd like to learn something new," set a goal like "I will read at least one book every month."



## Put Together a Support System

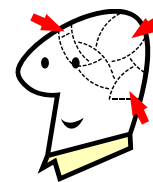
- Look for support from family, friends or coworkers. Maybe one of your friends has similar wellness goals. If so, you can work toward them together. If desired, check your community for support groups for people who are dealing with serious issues like smoking, drinking or overeating.

## Make Changes For Yourself

- Keep in mind that part of emotional wellness is respecting yourself as an individual, so make your own decisions about how to improve your own wellness. If you decide to change a bad habit to please someone else, chances are you will fail. Instead, it's important to make changes when you are ready to take better care of yourself and/or to get more out of life.

## Remember the Mind-Body Connection

- Personal wellness involves both the mind and the body. It's important to spend time working on all *five* aspects of wellness: emotional, intellectual, physical, social and spiritual. (Does that sound like a lot of work? Don't let it stress you out. Make one goal at a time and never stop trying to improve yourself.)



## Be Realistic

- Don't take on too many changes at once. Wellness habits need to be convenient and easy to fit into your life or you'll probably give up on them.

## Believe in Yourself

- Give yourself credit for wanting to make healthy lifestyle choices...and have faith that you will succeed! There may be slip-ups along the way, but, assuming your goals are reasonable, you have the power to meet them all.



## Enjoy Yourself!

- Make rewards a part of your plan. For example, if one of your goals is to lose weight, reward yourself with some new clothes after you've dropped ten pounds.

### What's the Bottom Line?

**Wellness is a *journey* that continues throughout your lifetime. Each step along the way may add years to your life AND life to your years.**





# IN THE KNOW

YOUR SOURCE FOR GNA INSERVICES

## A Professional Growth Module: Personal Wellness

Are you "In the Know" about wellness? Circle the best choice, or fill in your answer.  
Then check your answers with your supervisor!

**1. TRUE or FALSE**

Personal wellness is an approach to life that helps people achieve good health and a satisfying life.

EMPLOYEE NAME (Please print):

\_\_\_\_\_

DATE: \_\_\_\_\_

- *I understand the information presented in this inservice.*
- *I have completed this inservice and answered at least eight of the test questions correctly.*

**2. TRUE or FALSE**

All people who are physically fit have achieved personal wellness.

**3. FILL IN THE BLANK**

Learning a new hobby can boost your \_\_\_\_\_ wellness.

**4. TRUE or FALSE**

People who are overweight by twenty pounds or more are considered obese.

**5. TRUE or FALSE**

Lean meats, poultry, fish, legumes and nuts are all good sources of protein.

EMPLOYEE SIGNATURE:

\_\_\_\_\_

SUPERVISOR SIGNATURE:

\_\_\_\_\_

**6. To keep your body well hydrated, you should:**

- A. Drink at least 4 cups of coffee per day.
- B. Drink only bottled water.
- C. Drink 4 ounces of water for every 15 minutes of exercise.
- D. Have fruit juice twice a day.

**7. People who get regular exercise tend to:**

- A. Age more quickly.
- B. Have less heart disease.
- C. Gain weight.
- D. Nap in the afternoon.

**8. FILL IN THE BLANK**

The four components of physical fitness are cardiovascular fitness, muscle definition, \_\_\_\_\_, and balance.

**9. TRUE or FALSE**

People sleep better if they go to bed and wake up at the same time every day.

**10. TRUE or FALSE**

Nicotine addiction can occur after just a few weeks of smoking cigarettes.

**Inservice Credit:**

<input type="checkbox"/> Self Study	1 hour
<input type="checkbox"/> Group Study	1 hour

File completed test in employee's personnel file.