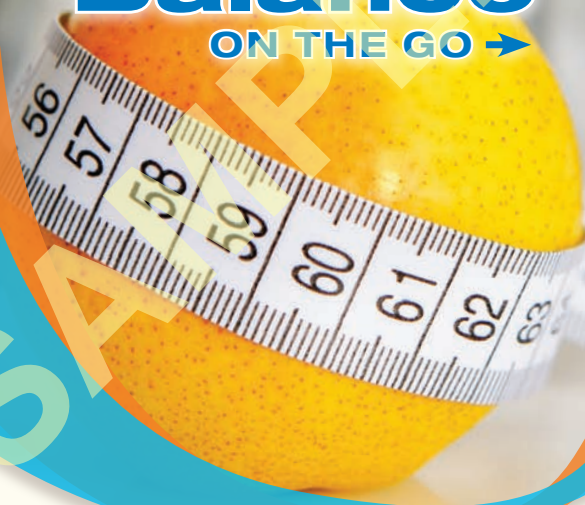


2010

Year of Good Health™

# Everyday Balance

ON THE GO →



SAFARI

# Personal Information



Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## { IMPORTANT CONTACTS }

### IN CASE OF EMERGENCY

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

### HEALTH CARE PROVIDERS

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

### PHARMACY

Name \_\_\_\_\_ Phone \_\_\_\_\_

### HEALTH INSURANCE COMPANY

Name \_\_\_\_\_

Phone \_\_\_\_\_ Policy Number \_\_\_\_\_

**The Everyday Balance planner** will help you stay organized and on track with the many activities in your busy life – especially those related to your health care needs and personal goals. Use the calendar to note checkups, record exercise time or weight loss, and mark appointments or special events.

You'll also find a fitness guide, monthly wellness tips, health Web sites and screening guidelines – all designed to give you daily encouragement and keep you “on the go” and moving to a stronger, healthier you!

# My Basic Fitness Goals

IF you're like many people, weight loss is a primary health goal – one that can help you live better and longer.

**How do you measure up?** One sign that you may be overweight is your *waist circumference*. To measure it:

- 1 Run a tape measure around your body just above the highest point on each hip bone.
- 2 A measurement of more than 35 inches (for women) or 40 inches (for men) may increase your health risks.

**Losing just 10%** of your current weight may significantly improve your health – provided you keep it off.

**Current Weight:**  **Desirable Weight:**

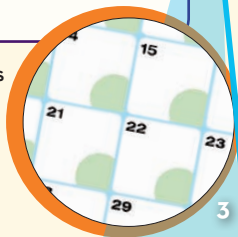
*Tip:* If losing 20 or 30 pounds seems hard, focus on losing just 1-2 pounds a week – that's 10 pounds in just 5-10 weeks.

## **500 rule:** Lose 1 pound a week by cutting 500 calories a day this way:

- ✓ Burn 250 calories in extra activity, such as a 30-minute bike ride or cleaning chore.
- ✓ Consume 250 fewer calories, such as smaller portions and one less beverage or snack.

**Design your exercise plan:** Activities might include weights, walking, swimming, dancing, Pilates, basketball and extra chores. Target moderate to vigorous intensity most days of the week.

**Using the calendar,** enter your steps to better health, such as exercise time or daily weight, or other personal goals you are tracking in the shaded circle for each day. ➔



# 10 Calories Burned in Minutes of Activity

THE calories expended on physical activity depend on the type of activity and your weight – it takes more energy (calories) to move more weight.

Note: The level of exertion for most activities listed is moderate or general, unless otherwise noted.



ACTIVITY CALORIES/MINUTE	120-130 LB	140-150 LB	160-170 LB	180-190 LB	200-210 LB
Bicycling	70	80	90	100	120
Bicycling (stationary)	60	70	80	90	100
Bowling	20	30	30	40	40
Dancing	40	40	50	60	60
Gardening	40	50	60	60	70
Golf	40	40	50	60	60
Hiking	40	50	60	60	70
House cleaning	30	30	40	40	50
Jogging (8.5 min/mile)	100	120	130	150	170
Lawn mowing (power)	40	40	50	60	60
Racquetball	60	70	80	90	100
Resistance training, circuit	70	80	90	100	120
Rollerblading	70	80	90	100	120
Rowing	60	70	80	90	100
Skiing, cross-country	70	80	90	100	120
Skiing, downhill	50	60	70	80	90
Stairclimbing	50	60	70	80	90
Swimming, easy crawl	70	80	90	100	120
Tennis, singles	70	80	90	100	120
Walking 3.5 mph	30	40	40	50	60
Walking 4.5 mph	40	40	50	60	60
Weightlifting	20	30	30	40	40
Wheelchair, self-motion	40	50	60	70	70
Yoga	30	40	40	50	60

## Calorie Activity Tool:

You can easily calculate many more activities and exercises at Shape Up America! ([www.shapeup.org/interactive/phys1.php](http://www.shapeup.org/interactive/phys1.php)). Select an activity and enter your weight and time.

Please check with your health care provider before significantly increasing your physical activity level.

© Conversions supplied by Personal Best and adapted from Shape Up America!

# Best Food Plan

It's the one you can live with!



FAD diets aren't the answer to weight control. Give yourself time to learn and enjoy new habits for eating better - at work, when dining out or on the go. Make lifetime wellness your ultimate motivation.

Small changes over the months can yield big results. Here are some self-starters.

## No-Nonsense Ways to Cut Calories

- ✓ Small portions!
- ✓ Fewer meals out.
- ✓ Fewer fatty meats.
- ✓ Less alcohol and fewer sweets.
- ✓ Nutritious snacks for energy.
- ✓ Low-fat or nonfat dairy foods.
- ✓ Eating slowly to savor the flavors.

## Find Your Personal Calorie Needs At MyPyramid.gov:

You can quickly calculate what and how much you need to eat to help you lose extra weight - based on your gender, current weight, age and activity level.

### SAMPLE CALORIE NEEDS FOR AGES 30-50

#### Average Daily Calorie Needs

Daily Activity	MEN	WOMEN
< 30 minutes	2,300	1,800
30-60 minutes	2,500	2,100
> 60 minutes	2,900	2,300

## To lose weight:

Apply the 500 Rule on page 3 of this planner.



# Healthy Goals for 2010

Relax every day - *favorite ways:*

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Organize my finances - *increase savings by:*

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Learn a new skill or hobby - *ideas:*

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Get more sleep - *set a new routine bedtime:*

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Plan a vacation - *dates and location:*

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Quit tobacco - *talk to my provider on:*

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Schedule medical screenings (see page 32):

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## TOP 10 Health Web sites



- American Cancer Society ..... [www.cancer.org](http://www.cancer.org)
- American Council on Exercise ..... [www.acefitness.org](http://www.acefitness.org)
- American Diabetes Association ..... [www.diabetes.org](http://www.diabetes.org)
- American Heart Association ..... [www.americanheart.org](http://www.americanheart.org)
- Centers for Disease Control and Prevention ..... [www.cdc.gov](http://www.cdc.gov)
- MyPyramid Eating Plan ..... [www.mypyramid.gov](http://www.mypyramid.gov)
- National Health Information Center ... [www.health.gov/nhic](http://www.health.gov/nhic)
- National Institutes of Health ..... [www.nih.gov](http://www.nih.gov)
- National Safety Council ..... [www.nsc.org](http://www.nsc.org)
- Weight-control Information Network ..... [win.niddk.nih.gov](http://win.niddk.nih.gov)



# Live a Balanced Life

Feeling a little out of balance?  
Here are 3 habits sure to keep  
you on an even keel.

- **Take time to plan your time.** Schedule daily actions based on weekly needs. One hour of planning can save you 3 to 4 hours down the road.
- **Fit in healthy "me" time:** Exercise, energizing meals, reading a good book, some solitude and, of course, restful sleep.
- **Separate work from home** - as you head out, review your work day, then close the file on it. Shift to down time.

## January 2010

Sunday

Monday

Tuesday

Wednesday

Thursday

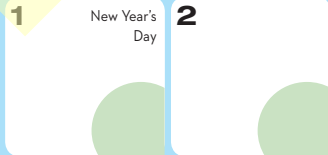
Friday

Saturday



On

**The GO:** Endlessly rushed for time? Keep dual to-do lists - one for today's action items and another (using this calendar) for long-range events and tasks. Allow extra time for the unexpected. Plan now to prevent stress later.



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Martin Luther King Jr. Day

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# Heart Health 101

For a healthy heart, keep these signs under control.

- **Blood pressure.** Best defenses? Healthy weight, daily exercise, no smoking, and limited alcohol if you drink.
- **Cholesterol levels.** Advice matches blood pressure control. Plus, choose a diet with heart-healthy monounsaturated fats; go light on saturated and trans fats.
- **Dental health.** Gum disease is linked to heart disease. Brush and floss, and visit your dentist regularly.



## February 2010

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday



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Groundhog Day

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Valentine's Day  
Chinese New Year

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Presidents' Day  
(U.S.)

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17 Ash Wednesday

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Purim Begins  
at Sundown

28

Purim



**On The GO:** With modern methods of quick communication, the art of clear, effective writing is easily lost and grammar is forgotten. Brush up on your writing. Be sure your message gets across easily - make your point quickly and clarify your facts to save your readers time and confusion.



# Eating Well Made Easy

Eating healthy doesn't always mean eating less. 3 ways to eat more and cut calories:

- Add plant foods to every meal and snack. Fill up on salads and broth-based vegetable soups. Have fruit for dessert.
- Replace refined carbohydrate-rich foods with whole-grain choices - they digest slowly and supply steady energy.
- Power up with lean protein from fish, chicken, soy-based foods, beans, nuts and seeds.

## 2010 March

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday



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Daylight Saving  
Time Begins

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17 St. Patrick's Day

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20 Spring Begins

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Palm Sunday

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Passover Begins  
at Sundown

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Passover

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**On The GO: Take 30 minutes for exercise**

- a morning video workout, a lunchtime walk, or a stretching routine to relax you before dinner. How about weekend biking or hiking? Do it for you.

# Financial Wellness

Looking for ways to stretch your income? Check your spending.

- Record purchases for a month (beyond fixed expenses) to spot any frivolous spending. Mark the savings: .
- Cut spending in one area at a time such as entertainment, eating out or travel. Can you curtail online shopping?
- Cut costs at home: Heat and cool efficiently, reduce electricity, and compare phone plans for the best value.



## 2010 April

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday



**On The GO:** When you feel stress taking hold, take a recess: A brisk walk can defuse tension and negative thoughts. Or slip away to a mini retreat - put your feet up, take a deep breath and relax your muscles to feel grounded again.

1	2 Good Friday	3
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4 Easter Orthodox Easter	5	6 Passover Ends	7	8	9	10
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11	12	13	14	15	16	17
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18	19	20	21 Administrative Professionals Day (U.S.)	22	23	24
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25	26	27	28	29	30	
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# Maximize Your Exercise

You will gain balanced fitness 3 ways:

- **Aerobic or cardiovascular activities** such as walking, swimming and jogging condition your heart and lungs. (Fit in most days.)
- **Strength training** with free weights or bands builds muscle and increases metabolism. (Fit in 2-3 times a week.)
- **Stretching regularly** helps maintain and improve joint range of motion and overall mobility and flexibility.

## 2010 May

Sunday

Monday


Tuesday

Wednesday

Thursday

Friday

Saturday

 **On The GO:** Knowing how you spend your time helps you use it better. Record all activities for 2 weeks, including sleep, eating, chores, exercise and work, etc. and estimate a percentage of time committed to each. Then identify things you can omit or limit. Now, what can you do with the extra time?

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Mother's Day

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Armed Forces Day (U.S.)

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Memorial Day (U.S.)

# Make Time for Fun

All work and no play can throw your life out of balance. You deserve a break!

- **Away from work** or on vacation, disconnect from the job. Only true time off will refresh and recharge you.
- **Fit in time for friends**, family, fun and laughter as often as possible. Plan movie nights or weekend escapes.
- **Is there a hobby**, sport or creative outlet you might enjoy? Take a class or plant a garden. What are you waiting for?



## 2010 June

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday



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D-Day

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Flag Day

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Father's Day

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Summer Begins

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**On The GO:** Mornings can be hectic.

Make lunches, load backpacks and pick clothing the night before. Get up 15 minutes earlier to avoid the rush and set your pace for a less stressful day.



# Aaaah . . . Summer

A favorite season for many, enjoy summer with safety in mind.

- Respect the sun's rays. Don't head out without sunscreen (SPF 15-30). Reapply it every 2-3 hours, especially when you swim or if you sweat heavily.
- Prevent heat illness: On scorching days, limit time outdoors, seek shade and stay hydrated with water.
- Never swim alone, wear a life vest when boating and don't mix alcohol with water activities.

2010  
**July**

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday



**On The GO:** Do you often say yes to avoid feeling guilty?

Be careful not to over-commit yourself. Value your time or nobody else will - manage your time or somebody else might.

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4 Independence Day (U.S.)

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# Living Simply

Downsizing your activities and possessions can add hours to your day and balance to your life. For example:

- Review things that demand your attention; before adding a new activity, subtract an old one.
- Control your daily agenda. Know your personal strengths and set limits on extra demands for your time.
- Take advantage of time away from your job – rest and recharge to go back to work feeling refreshed.



## 2010 August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Ramadan Begins	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	 <b>On The GO:</b> To find more family “together” time, meet weekly to review schedules and settle time conflicts. Post a large calendar in plain sight for family members to record activities.			

# Winning at Work

How to be a winner? Put a lot of "yes" in your attitude.

- Be mentally ready for challenges and changes; when setbacks occur, focus on solutions. Where others hesitate, step up to get the job done.
- Support people around you, be open to different points of view, and let go of conflict.
- Manage your time wisely. Cut time-wasters like office chatter, clear away clutter and prioritize each day.

## September 2010

Sunday

Monday


Tuesday

Wednesday

Thursday

Friday

Saturday

 **On The GO:** Pick one hour per day as uninterrupted work time. Find a quiet space away from phones and email to focus on major projects.

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6

Labor Day (U.S.)

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8

Rosh Hashanah Begins at Sundown  
Ramadan Ends

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Rosh Hashanah

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11

Patriot Day (U.S.)

12

Grandparents Day

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16

17

Yom Kippur Begins at Sundown

18

Yom Kippur

19

20

21

22

23

Autumn Begins

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29

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# Living Well All Ways

No matter how busy life gets, find quality moments in every day.

- **Boost on-the-job energy.** Take a stretch break or brisk walk, have a healthy snack, or practice deep breathing.
- **Check your emotions.** If you're feeling sad or negative for 2 or more weeks, see your provider. When overwhelmed, talk to a friend or ask for help - it's a healthy solution.
- **Get restful sleep.** Have a relaxing bedtime routine.



## October 2010

Sunday

Monday


Tuesday

Wednesday

Thursday

Friday

Saturday

 **On The GO: Commitments stacking up?** Before you sink in work and family demands, take charge: List your tasks in order of urgency, estimate the time for each, and get help for those you can't meet. Reserve the moments you save to relax a bit.

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Columbus Day (U.S.)

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Halloween



# Healthy Holiday Fare

During the season of treat temptations, here's how to avoid extra calories:

- Balance energy in (calories from diet) with energy out (calories burned with activity). Consuming more than you burn will add pounds.
- Adopt a smaller-is-better policy: Enjoy favorite holiday foods in petite portions.
- Focus on other pleasures like socializing with friends.

## November 2010

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday



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7 Daylight Saving Time Ends

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11 Veterans Day (U.S.)

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18 Great American Smokeout

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25 Thanksgiving Day (U.S.)


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 **On The GO:** For stress-less commuting, use the down time to benefit you. Focus on relaxing your muscles to reduce tension; plan or ponder something pleasant; listen to music or an audio book.

# Find Inner Peace

A balance of work, play and spiritual fulfillment leads to wellness.

- **Seek meaningful activities.** Volunteer, visit close friends or explore a nature trail. Be good to yourself.
- **Give your mind a spiritual retreat** through meditation, prayer or yoga. Sit quietly and write down your thoughts.
- **Slow down and reflect** on what you appreciate in your life. Carry that sense of harmony with you all day.



## December 2010

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday



On

**The GO:** The first step to gaining

**more time:** Identify your time robbers - clutter, hunting for stuff, phone calls, text messaging, gabfests, surfing the Internet and television.

1

Hanukkah Begins at Sundown

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Hanukkah

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Pearl Harbor Remembrance Day (U.S.)

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Winter Begins

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23

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25

Christmas Day

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Kwanzaa Begins

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# My Personal Health Record

## Screening & Vaccine Guide



**MEDICAL screenings** – No. 1 health goal for everybody every year. Meet with your health care provider and, together, make a plan for routine exams.

### EVERYONE

Test/Exam	When Needed	Date	Results
Obesity	BMI/waist check; as advised.		
Cholesterol	Starting at 35 (men) and 45 (women) or as advised.		
Blood Pressure	At least every 2 years.		
Colorectal Cancer	Starting at 50 or as advised.		
Diabetes	If high blood pressure or high cholesterol present.		
Depression	As advised.		
HIV	As advised.		
Dental Exam	1-2 times a year.		
Eye Exam	As advised, increases after 50.		
Hearing Exam	As advised, increases after 50.		

### WOMEN ONLY

Test/Exam	When Needed	Date	Results
Sexually Transmitted Diseases (STDs)	At 25 or younger and sexually active or as advised.		
Osteoporosis	At 65 or as advised.		
Breast Cancer	Mammogram starting at 40 every 1-2 years. Professional breast exams starting at 20.		
Cervical Cancer	Pap smear every 1-3 years or as advised.		

### MEN ONLY

Test/Exam	When Needed	Date	Results
STDs	As advised.		
Abdominal Aortic Aneurysm	One-time test, at 65-75, if history of smoking 100 or more cigarettes.		
Prostate Cancer	Starting at 50 or as advised.		

Sources: USPSTF, AOA, ACS

**As Advised:** Consult your health care provider if you have symptoms or personal risks, such as family history, for these conditions.

### ADULT IMMUNIZATIONS

Vaccine	Dose and When Needed	Date(s) Received
Tetanus-Diphtheria	1 dose every 10 years.	
Influenza (Flu)	1 dose every year, as advised.	
Pneumonia	1 dose, at 65 and older or earlier if at risk.	
Zoster (Shingles)	1 dose, at 60 and older.	
Hepatitis A	2 doses if at risk, as advised.	
Hepatitis B	3 doses if at risk, as advised.	
Human Papilloma virus	3 doses, previously unvaccinated women through age 26.	
Measles, Mumps, Rubella	1 or 2 doses, if at risk, as advised.	
Varicella (Chickenpox)	2 doses, if at risk, as advised.	
Meningitis	1 or more doses, if at risk, as advised.	

Source: CDC. Recommendations are subject to change ([www.cdc.gov/vaccines/default.htm](http://www.cdc.gov/vaccines/default.htm)).

**Foreign travel** may require additional immunizations not listed here.

# My Personal Health Record

## Medication & Allergy Log



### PRESCRIPTION MEDICATIONS

Name	Dose/Frequency	Prescribed By	Period Used	Purpose

### OVER-THE-COUNTER MEDICATIONS (including supplements)

Name	Dose/Frequency	Prescribed By	Period Used	Purpose

### ALLERGIES & DRUG OR FOOD SENSITIVITIES

Type	Reaction	Date Last Occurred	Treatment	Prescribed By

# 2011

## JANUARY

S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
$\frac{3}{5}$	$\frac{2}{5}$	25	26	27	28	29

## FEBRUARY

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	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## MARCH

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27	28	29	30	31		

## APRIL

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					1	2
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24	25	26	27	28	29	30

## MAY

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JUNE

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					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JULY

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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
$\frac{3}{5}$	25	26	27	28	29	30

## AUGUST

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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## SEPTEMBER

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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
$\frac{3}{5}$	$\frac{2}{5}$	25	26	27	28	29

## NOVEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## DECEMBER

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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