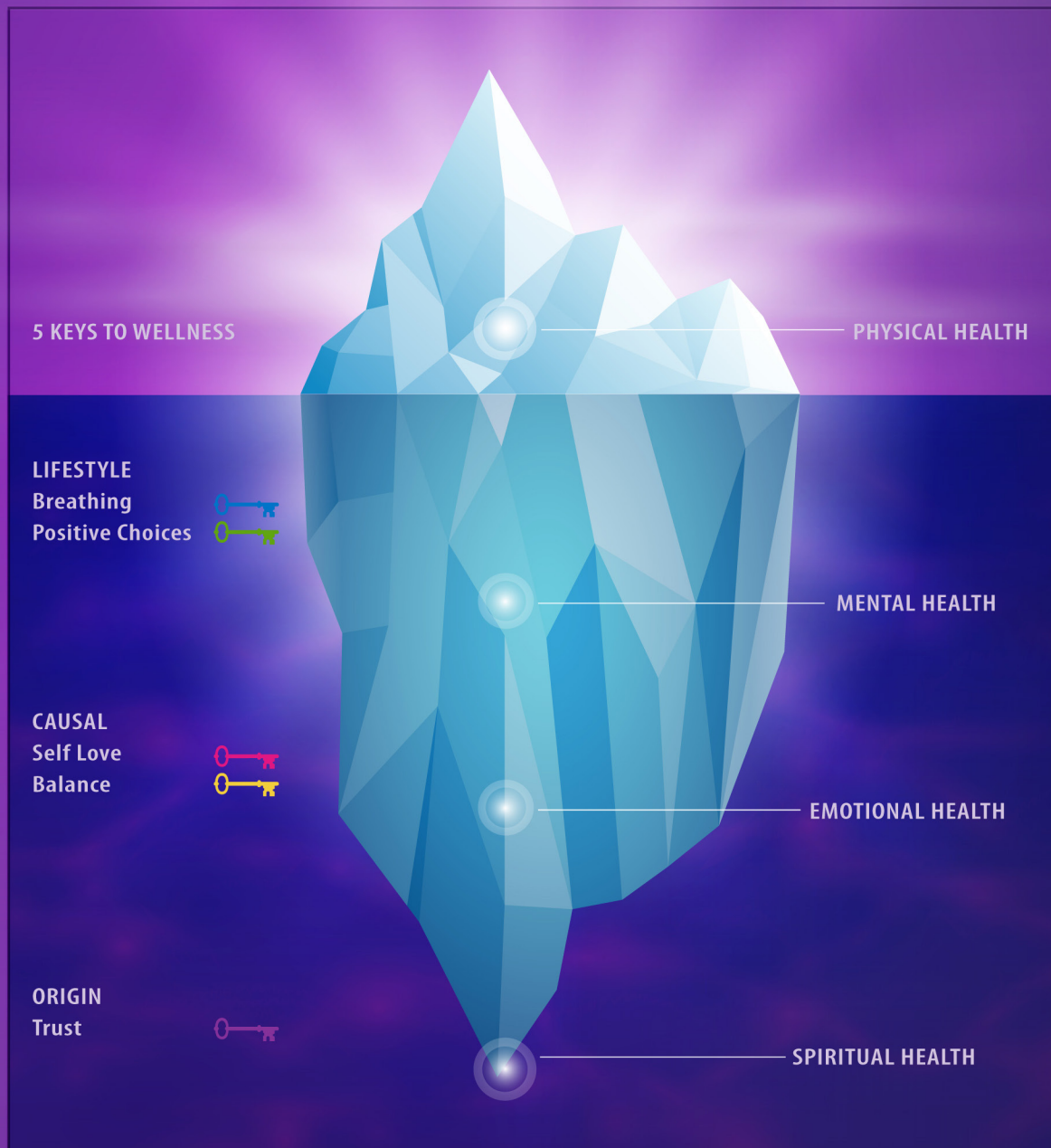


# WELLNESS UNIVERSITY™

*Inspire Healing at All 4 Levels Using  
the 5 Keys to Wellness*



Kelly Mather, Dr. Leslie Lovejoy and Steven Lewis







## WELLNESS UNIVERSITY

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Second Edition (12/2020)

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# Introduction



Dear Wellness University™ Student:

Wellness University™ is a college level course aimed to help you live a healthier life at all four levels. It will inspire as people maintain good health, role model healthy behaviors and become wellness ambassadors. This is a class for any student from age 16 and older. In order for this course to have an impact on health, the participant must fully participate, be engaged, be present and do the practices. The Wellness University™ class is typically a twelve week course, offered every other week for two hours.

The goal for this course is to become aware of your current state of health at the physical, mental, emotional and spiritual levels and then use the 5 Keys to Wellness to improve or maintain your health. The exercises in this workbook provide each student with more awareness of how your health at each level affects your life. Unfortunately, health is often defined as the state of being free from illness or injury. We defined health as when your body generally feels good, you are productive and have energy throughout the day. Being physically, mentally and emotionally well or healthy with an inspired spirit is a life long journey.

Each class starts with an intention, a diaphragmatic breath and an overview or review of the previous class. We use the “see one, do one, teach one” approach which is why the course is so effective. We have found that the missing element for most wellness education programs is that there is not enough practice. Therefore, you will find that each class contains a great deal of practice. For example, deep breathing is practiced in each class and by the end of the course, students can easily teach breathing techniques due to all of the practice. We hope you are inspired to immediately role model and teach this simple, easy and effective health improvement system: the 5 Keys to Wellness.

We are very honored that you have decided to become a Wellness Ambassador and thank you for making a positive impact on the health of everyone in your community.

*In good health,  
Kelly Mather • Leslie Lovejoy • Steven Lewis*

# Class Syllabus

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## **CLASS ONE**    **GENERAL HEALTH**

- 10 minutes: Class Overview; Define Health and Wellness
- 20 minutes: The Touchstone
- 30 minutes: Health Awareness & Imagine a Healthy You
- 10 minutes: Stretch Break
- 20 minutes: Diaphragmatic Breathing
- 20 minutes: Healthy Habits & Wellness Goal Setting for the Next Twelve Weeks

## **CLASS TWO**    **SELF LOVE**

- 10 minutes: Review of Wellness Goals and New Healthy Habits
- 30 minutes: Self Love Assessment & 5 Barriers to Being a secure Healthy Person
- 20 minutes: Stress Break
- 25 minutes: The Power of Your Thoughts & Words and Effect on Your Health
- 30 minutes: Guided Imagery Exercises

## **CLASS THREE**    **BREATHING**

- 15 minutes: Review of Self Love Exercises and Progress on Wellness Goals
- 10 minutes: Breathing Self Assessment
- 25 minutes: Why Breathing is Important and an Answer to Reducing Stress in Your Life
- 30 minutes: Breathing & Connection of Mind/Body Exercises
- 20 minutes: Practice Breathing Exercises Daily

## **CLASS FOUR**    **POSITIVE CHOICES**

- 10 minutes: Review the First Two Keys to Wellness and Progress on Goals
- 20 minutes: Positive Choices Self Assessment
- 20 minutes: Do Your Choices Keep You Green and Growing?
- 40 minutes: When and What You Eat
- 20 minutes: Important Choices That You Can Turn to Positive Now

## **CLASS FIVE**    **BALANCE**

- 10 minutes: Review of the First Three Keys and Progress on Goals
- 30 minutes: Balance Self Assessment and Prescription
- 20 minutes: Balancing for the True You
- 30 minutes: You Have the Time
- 20 minutes: Practice Strength & Balance and Meditation

## **CLASS SIX**    **TRUST**

- 10 minutes: Review the First Four Keys to Wellness and Success with Wellness Goals
- 20 minutes: Trust Self Assessment and the Power of Beliefs on Your Health
- 20 minutes: Gratitude & Forgiveness
- 20 minutes: Implementing the 5 Keys System and Being a Health Role Model
- 10 minutes: Class Evaluation and Feedback

# Class One: General Health



**INTRODUCTIONS:** Introduce yourself and share what you would like to get out of this course.

**SYLLABUS:** The overview for the class, assessments, education, exercises and forms are all in the course syllabus. If you want access to the electronic version to download a form or section, go to [HarmonyHealingHouse.com](http://HarmonyHealingHouse.com) and find Wellness U. The workbook for this course is "Create Your Health Using the 5 Keys to Wellness" and is also available through Harmony Healing House.

**TOUCHSTONE:** The Wellness University™ symbol is an iceberg with four levels. The layer or level of health that we all see above the surface is your physical health. The three levels or layers below the surface are your mental, emotional and spiritual health. The goal of this course is to inspire you to spend time understanding how what is below the surface contributes to your current state of health. You can improve, maintain and role model your wellness using the 5 Keys to Wellness. On the journey toward optimal health you use the lifestyle keys: Breathing and Positive Choices; the causal keys: Self Love and Balance; and the Origin key is Trust.

**HEALTH ASSESSMENT:** Take the Health Assessment to learn more about the 4 levels of health on page 9. As you go through this health assessment, you will likely find opportunities to improve in each of the 4 levels. The importance of this exercise is to become aware of your current state of health at more than just the physical level. This will help you create your wellness goals. The physical health appraisal and the signs of emotional health concerns are an additional way to assess your health at these levels on pages 10-11.

**KNOW YOUR HEALTH NUMBERS:** Awareness is the first step in wellness. A good way to understand your physical health is to get your biometric results from a lab or physician and determine if you are in the healthy range see typical biometrics on page 12. Metabolic syndrome is the silent disease and it is often the indicator for future chronic illness. Now that you know your health numbers, if three or more of the results are not in the healthy range, you may have metabolic syndrome. It is usually reversible with lifestyle improvements.

**STRETCH BREAK:** Two hours of sitting at a time reduces the positive effects of exercise. Practice the stretches on page 13 as often as you can during the day.

**IMAGINE A HEALTHY YOU:** Take a moment to close your eyes and breathe deeply. As you start to relax, imagine yourself as a healthy. How do you feel physically? Mentally? Emotionally? Write down your answers on the worksheet on page 14.

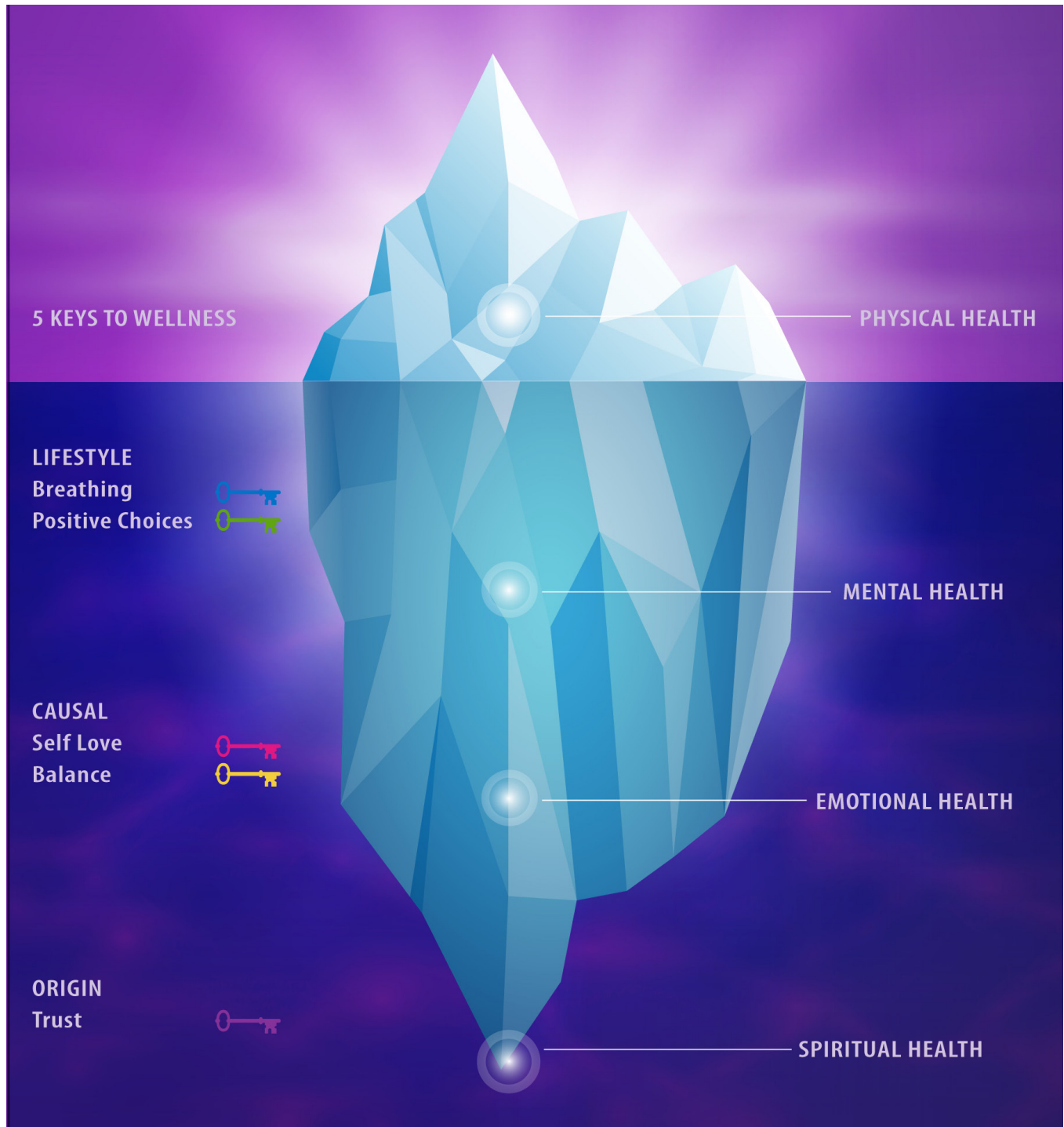
**BREATHING EXERCISES:** Your first health practice is diaphragmatic breathing. Follow the worksheet instructions on page 15 and practice this type of breathing for at least 10 minutes. Notice the changes in your body. It is physically impossible to be stressed while you are deep breathing.

**HEALTHY HABIT GOAL SETTING:** Using the image of a healthy you, your health assessment at all four levels, your health numbers and the information from the iceberg - it is now time to create at least three wellness goals. It is best to find a "wellness buddy" with whom to share your goals for the next 12 weeks. Use the worksheet on page 16.



# Wellness University: Touchstone

**State of Health Iceberg:** An iceberg is used to illustrate the idea that most of what determines our health is below the surface and shows the levels of health and introduces the origin, causal and life-style keys you can use from the health improvement system. The 5 Keys to Wellness are: Self Love, Breathing, Positive Choices, Balance and Trust.





# Worksheet: Levels of Health Assessment

*Are you healthy? We can look at our health in four Levels.* Did you know that you are an active part of your own health? Your health reflects what you think, say, feel, believe, and do each day. This health assessment increases your understanding of how you create your health and gives you a system to live well. Simply answer the questions, tally up the scores.

**DIRECTIONS:** Circle the answer that best fits. *Answers in the "1" column are one point, "2" column are two points, "3" column are three points and "4" column are four points.*

## GENERAL HEALTH

How many times a year do I get sick?

Does my body feel good and free of physical symptoms and pain?

How much medication and/or mood altering substances do I take per week?

Do I have consistent energy throughout the day?

Do I wake up excited about my day?

## PHYSICAL HEALTH

Do I feel flexible and strong?

Do I maintain a healthy weight?

Do I feel good & have energy after I eat?

Do I drink plenty of water (average 8 – 8oz cups)?

Do I listen to the signals from my body?

## MENTAL HEALTH

Do I like and accept myself ?

Are my thoughts and words generally positive?

Do I stress/worry about the past or future?

Do I tend to dwell on what others think (of me)?

Do I take time to sit in nature and quiet my mind?

## EMOTIONAL HEALTH

When emotions arise am I able to constructively express them?

Do I feel comfortable being myself around others?

Do I over-react to situations that challenge me?

Am I able to address stress when I feel it?

Do I feel a deep sense of happiness and joy?

## SPIRITUAL HEALTH

Do I believe that we all create our health?

Do I generally feel life is good?

Do I feel grateful for what life brings?

Do I see mistakes or challenges as learning opportunities?

Do I feel a deep sense of connection and purpose in my life?

1	2	3	4
6+	4-5	3-4	1-2
no	at times	usually	yes
5+	3-4	1-2	0-1
no	at times	usually	yes
no	at times	usually	yes
TOTAL POINTS _____/20			
no	at times	usually	yes
no	at times	usually	yes
no	at times	usually	yes
no	at times	usually	yes
no	at times	usually	yes
TOTAL POINTS _____/20			
no	at times	usually	yes
no	at times	usually	yes
yes	usually	at times	no
yes	usually	at times	no
no	at times	usually	yes
TOTAL POINTS _____/20			
no	at times	usually	yes
no	at times	usually	yes
yes	usually	at times	no
no	at times	usually	yes
no	at times	usually	yes
TOTAL POINTS _____/20			
no	at times	usually	yes
no	at times	usually	yes
no	at times	usually	yes
no	at times	usually	yes
no	at times	usually	yes
TOTAL POINTS _____/20			

## Worksheet: Physical Health Risk Appraisal

Check the appropriate box in response to each activity below. Then add your responses to get a total score (4 points for a check in that column, 3 points for a check in that column, etc.).

(1 = No, Never    2 = Sometimes    3 = Usually    4 = Yes, Always)

1. I engage in moderate physical activity outside of work for at least 30 minutes at least 5 days a week.
2. My physical activity includes stretching, aerobic activity, and strength conditioning.
3. I do not spend much time doing sedentary activities.
4. I use alternative modes of transportation whenever possible such as using the stairs instead of the elevator or biking/walking instead of driving.
5. I eat at least five servings of 100% natural foods each day.
6. I drink at least 8 glasses of water per day and limit caffeine.
7. I avoid eating foods that are high in fat or sugar.
8. I maintain a healthy weight.
9. I avoid using tobacco products.
10. I do not use drugs or mood altering substances.
11. I limit myself to five drinks of alcohol or less per week.
12. I do not work more than 12 hours per day.
13. I get at least 7 hours of sleep nightly.
14. I protect my skin from sun damage.
15. I visit my dentist every six months for regular check-ups.
16. I have routine check-ups and health screenings.
17. I wear a seat belt when traveling in a vehicle.
18. I stay within five miles per hour of the speed limit.
19. I never drive under the influence of drugs or alcohol.
20. I use the recommended safety equipment for all activities or work that I participate in.

[illegible]

TOTAL SCORE

SCORE:

I am a Health Role Model, 70 - 80 / I am generally healthy, 60 - 70 / I am not as healthy as I could be, 50 - 60  
I am at risk for disease, below 50.

# Worksheet: Signs of Emotional Health Concerns

Check the appropriate box in response to each question below. Then add your responses to get a total score (4 points for a check in that column, 3 points for a check in that column, etc.).

(1 = No, Never    2 = Sometimes    3 = Usually    4 = Yes, Always)

- 1. Do you often feel overwhelmed?
- 2. Are you irritable or have a short temper?
- 3. Do people say you are moody?
- 4. Are you often agitated and have difficulty relaxing?
- 5. Are you often sad or unhappy?
- 6. Do you honestly share your feelings?
- 7. Are you anxious and your thoughts are racing?
- 8. Do you have difficulty concentrating?
- 9. Do you use poor judgment or react without thinking?
- 10. Do you see the negative in most situations?
- 11. Does your body have chronic aches and pains?
- 12. Do you have often have diarrhea or constipation?
- 13. Do you suffer from nausea or dizziness?
- 14. Do you have chest pain or a rapid heartbeat?
- 15. Do you get sick often or easily?
- 16. Do you eat or more or less than you need?
- 17. Do you sleep too much or too little?
- 18. Do you isolate yourself from others?
- 19. Do you procrastinate or neglect daily responsibilities?
- 20. Do you use cigarettes, drugs or alcohol to relax?

1	2	3	4

TOTAL SCORE \_\_\_\_\_

### SCORE:

Any score greater than 50 means that likely emotional stressors are negatively affecting your health.

## Worksheet: Do You Know Your Health Numbers?

*You are the most important person in the management of your health. In order to maintain or improve your health, it is important to know your health numbers to see if there are opportunities to become more healthy. We suggest you take these measurements and your physician can help you get your other important health numbers.*

IDEAL	ACTUAL
<b>RESTING HEART RATE</b> Goal: men 70-75 (average); women 70-80 (average) <i>Note: athletic persons will have a lower resting heart rate.</i>	
<b>WAIST CIRCUMFERENCE</b> Goal: men less than 40"; women less than 35"	
<b>BLOOD GLUCOSE</b> Goal: fasting 75-115mg/dl Goal: Hemoglobin A1c below 5.7% 5.7-6.4% = prediabetes >6.5% = diabetes	
<b>CHOLESTEROL</b> Goal: total cholesterol less than 200 HDL above 40 LDL less than 100 Triglycerides less than 150	
<b>BLOOD PRESSURE</b> Goal: less than 120/80	
<b>CARDIAC RISK RATIO</b> Predictor of cardiac risk (heart attack, heart disease, stroke). Divide your Total Cholesterol by your HDL. AHA recommends keeping below 5. Optimal is 3.5 or less	
<b>TG/HDL Ratio</b> Strong Independent Predictor of coronary artery disease. Divide your Triglycerides by your HDL. Optimal ratio is less than 2. Over 4 is high risk.	

**WHAT IS METABOLIC SYNDROME?** This pattern, sometimes called syndrome X, is a collection of conditions that when taken together dramatically increases the risk of heart disease, stroke and diabetes. A diagnosis of metabolic syndrome is made if a person is above the risk factors for waist circumference, fasting blood glucose, triglycerides, blood pressure and HDL Cholesterol.

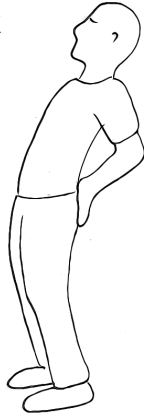
# Wellness Card: Stretch Break



*A short set of stretches to add to your workday. In huddles or at the top of every 2 hours.*

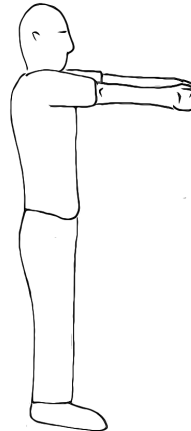
## Lower Back

3-5 breaths  
1-3x



## Mid Back

3-5 breaths  
1-3x



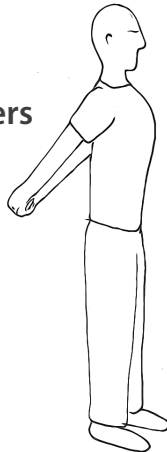
## Side Stretch

3-5 breaths  
each side



## Chest & Shoulders

3-5 breaths  
1-3x



## Neck

3-5 breaths  
each side



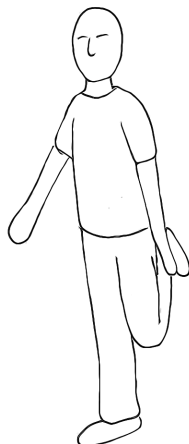
## Shoulders

3-5 breaths  
each side



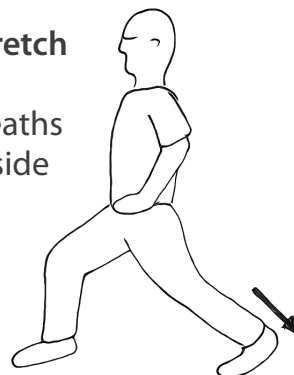
## Quadriceps

3-5 breaths  
each side



## Calf Stretch

3-5 breaths  
each side



## Hamstrings

3-5 breaths  
each side



# Worksheet: Imagine A Healthy You

## ENVISIONING ONE'S HEALTHY SELF:

1. What does health look like to you? Imagine yourself "healthy." What are you doing? Where are you? Who are you with? What do you feel like? What is different about now and what is the same?

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2. Why make these changes? Aside from the "shoulds," what internal motivation can you find for making changes. What's in it for you?

*Example answer – I want to be able to run with my daughter, or I want to be here to see my grand-kids, or I want to be able to feel more energetic, etc.*

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3. How far off does that picture feel, if you were to make changes towards health? 5 years? 1 year? 6 months? Impossible? How can you make that picture more achievable for you?

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# Breathing Exercise: Diaphragmatic Breathing

## BELLY BREATHING FOR BALANCED BODY AND MIND

Did you know that proper breathing can have profound effects on our health and the homeostasis of the body/mind? When we activate our diaphragm with the breath we allow for optimal breathing and oxygen/carbon dioxide exchange. Most of our oxygen is absorbed on the exhale. If we have short exhales through the mouth the body doesn't have a chance to absorb enough oxygen. This can lead to an imbalance in our body's pH which in turn leads to an inflammation response in the tissues and cells inhibiting their optimal functions. As we practice breathing let's focus on slowing the breath down.



*To get the diaphragm moving with our breath it is a good idea to sit in a comfortable position with the spine tall and shoulders relaxed. If possible breathe in & out through the nose. If mouth breathing is all you can do at this point, try pursing your lips a little to slow the breath down. Now we will try belly breathing.*

### Step 1: Belly Breath



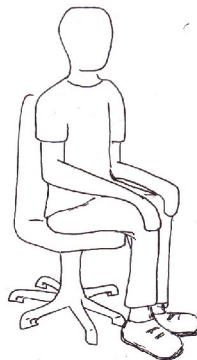
**Inhale** & imagine the belly inflating like a balloon.

**Exhale**, draw the navel in towards the spine making the belly "hollow"

It may seem challenging at first, but with a little practice will become second nature.

**Repeat 7-12x**

### Step 2: Balancing the Breath



**Inhale** & slowly count with the breath.

**Exhale**, for the same count as the Inhale. Eventually try to get all the way to a 10 count.

**OPTION:** as you get more relaxed with this practice, try holding the breath in, eventually for the same count as the IN & OUT. **Do Not Strain**

**Repeat 5-12x or 3 min**

### Step 3: Tense and Release



**Inhale**, tense all the muscles of the body and hold for a second **Exhale** through the mouth with a sigh and release all the tension in the body.

**Repeat 3-6x**



# Worksheet: Healthy Habits Start Today

**STAGES OF CHANGE** – changing habits is a process that usually contains these components:

1. Thinking – imagining what you might do.
2. Planning – strategizing as to how you will do it.
3. Doing – doing the new behavior.
4. Stopping – “falling off the wagon” or taking a break.
5. Restarting – jumping back into the new behavior

## WELLNESS GOALS #1

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## WELLNESS GOALS #2

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## WELLNESS GOALS #3

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**SAMPLE WELLNESS GOALS:** *I will spend at least 45 minutes outdoors, mostly exercising, each day. I will take a break each morning and afternoon and deep breathe for at least 5 minutes each day. I will spend at least 1 hour per week doing something I enjoy without interruption. I will practice yoga and guided imagery each morning. I will eat at least 4 nutrient rich, natural foods like vegetables each day. Track your progress on each goal using a calendar or journal.*

## HOMEWORK

1. Continue to visualize your “healthy self.”
2. Remember the areas you identified where you can improve – i.e., sleep, stress, diet, addictive habits, overdoing, exercise, self esteem, etc.
3. Ask yourself how motivated you are to add new healthy behaviors and remove unhealthy behaviors? If you are not very motivated, how can you become more motivated?
4. Check to see if you used the SMART goals model. Setting achievable goals and breaking the larger goals into small, measureable, achievable, realistic, timed steps will lead to more successes.
5. Identify a “buddy” that you travel through the 6 - 12 weeks with, AND then check in and hold each other accountable for reaching the goals (small successes), and “celebrate” together when you meet them.

# Class Two: SELF LOVE



**REVIEW:** Share your Wellness Goals with a partner and discuss the plan to track progress. Practice Diaphragmatic Breathing with this class.

**SELF LOVE ASSESSMENT:** Take at least 10 minutes to complete the self love assessment questions on page 18. Do you accept yourself? Do you worry too much? Do you complain or speak negatively about yourself or others? Do you dwell on what others think? Are you self absorbed? Do you attract people? Self Love is typically high when you accept and respect yourself. Also, consider talking with your trusted companions about whether they think you demonstrate love for yourself.

**SECURE, HEALTHY PERSON:** There are five barriers to health that stem from your level of self love or neediness. A healthy person meets their own needs. Everyone has moments when they are feeling less secure in situations or in life. When you practice the secure behaviors and/or catch yourself and stop using the needy behaviors, you often begin reducing many barriers to your health and wellness. Complete the worksheet on page 19.

**STRETCH BREAK:** Practice the stretches on page 11.

**A COMPLAINT FREE WORLD:** Watch the video by Will Bowen and wear the Complaint Free bracelet. Each time you complain or speak negatively, move the bracelet to the other arm. Learn to create healthy communication skills without negative energy and stick to the facts in a neutral way. You are creating your world by the thoughts you have and which are demonstrated by the words you speak.

**NAME YOUR INNER CRITIC:** We usually have a voice inside our minds that is critical and judgmental. We often find that our inner critic is talking. Take a moment to name your inner critic using the worksheet. Then use the worksheet at the bottom of page 20 to improve self love.

**FLIP YOUR THOUGHTS:** There are three major common worries: Health, Time and Money. In addition, as human beings, 80% of what we think about is negative or fear based. Now that you have named your inner critic and started to notice complaints, it is time to work on those negative thoughts. Keep a log of your negative thoughts for one day and then when you get a chance, hopefully that day, flip the thought to a positive statement. Practice flipping your negative thoughts to positive statements whenever you catch them using the worksheet on page 21.

**GUIDED IMAGERY:** Using your imagination is simple. If you are not in a class, start by sitting still and taking five to ten deep diaphragmatic breaths. Now picture a place that you enjoy. Look around you, what do you see? What do you hear? How do you feel? Stay in this place for at least 5 minutes. Revisit this place often. See the visual on page 22.

**JOURNAL:** Self love is a HEAVY topic and is very personal. When you think of those people that you admire in life, they usually have a healthy level of self love. Take some time to read or journal about this topic of self love over the next ten weeks.

## Worksheet: Self Love Assessment

The first key to wellness is self love. Self love generally means that you are secure with yourself, you think positively and the words you say are generally supportive and compassionate.

1) What do you like about yourself?

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2) What are you not happy with about yourself?

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3) What traits do you admire or like in others?

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4) Do you possess many of the traits you admire in others?

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5) What is your biggest worry during the day?

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6) Do you catch those thoughts or worries and are you able to turn them off?

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7) Do you feel secure and accept yourself most of the time? If the answer is not very affirmative, why?

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8) Do you hear yourself communicating and find that you complain often or talk about what is wrong more than what is going well?

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9) Do people generally enjoy and seek out your company and do you have positive relationships?

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10) Are you compassionate and supportive of others or is it all about you?

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## Worksheet: Secure, Healthy Person

Self love means you have self awareness, self acknowledgement and self acceptance. As you can see below, there are five typical needy behaviors and five secure behaviors that lead us to being a more healthy person. Take a look at each statement that reflects the needy behavior. Check the box if you have found yourself displaying this behavior. Now, move to the secure behavior and consider how you would replace the needy with a secure behavior.

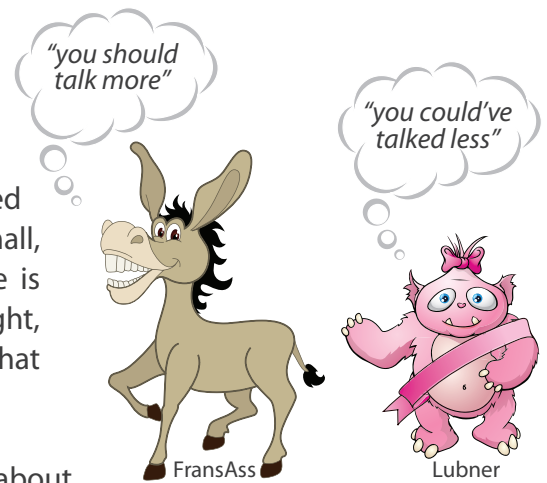
### NEEDY

### SECURE

- |  |        |  |
|--|--------|--|
| <input type="checkbox"/> <b>Child</b><br>"Take care of me"<br>"It's not fair"  | ←————→ | <b>Adult</b><br>"I can handle this"<br>"This is a new opportunity to learn"  |
| <input type="checkbox"/> <b>Saboteur</b><br>"I never get what I want"<br>"It's too hard"   | ←————→ | <b>Risk Taker</b><br>"I may not succeed, but I'm always willing to try"<br>"I'm going to follow through because it is important"                     |
| <input type="checkbox"/> <b>Sell-out</b><br>"Tell me I'm okay"<br>"I don't really know my value"   | ←————→ | <b>Owner</b><br>"I am independent of the opinion of others"<br>"I take pride in my work and credit for my actions"                                   |
| <input type="checkbox"/> <b>Martyr</b><br>"I have to do everything"<br>"If I don't do it, no one will"   | ←————→ | <b>Teacher</b><br>"I can rely on and teach others"<br>"I can ask for help and hold others accountable"   |
| <input type="checkbox"/> <b>Victim</b><br>"I don't like being uncomfortable"<br>"I'm just trying to get by each day"<br>"I worry about the future" | ←————→ | <b>Leader</b><br>"I am comfortable with life as it changes"<br>"My life and lifestyle is direct reflection of me"<br>"I am excited about the future" |

## SELF LOVE: Name Your Inner Critic

The Inner Critic is that voice in your head that can be counted on to contribute negativity to our lives and promote feeling small, inadequate, unworthy and just plain miserable. Its language is that of criticism and limitations and uses words like should, ought, need, have to, can't and often is the judge and jury regarding what we do and don't deserve in life.



The Inner Critic evolves out of the stories people have told you about yourself from a very early age and have been reinforced over time by how you interpret your experiences in life. The stories, all fear based, are diverse and include every topic such as how to view life, relationships, money, success, your role in life, your destiny and so on. The power in the Inner Critic is that it resides in our subconscious mind and automatically reacts to the world we are experiencing. Because we spend a great deal of time in automatic thinking, we are no longer really conscious of how many of our decisions are being made by the Inner Critic.

### TAKE THE STEPS TO TAMING YOUR INNER CRITIC

**Step #1:** Awareness is key! The voice of the Inner Critic is NOT YOU. It is speaking someone else's story; and it really doesn't matter whose story – just become aware that this is someone else's stuff.

**Step #2:** Start by giving your Inner Critic a name; make it up and make it funny, not negative. *For example:* FransAss inspired by Mr. Ed and Francis the Talking Mule or... The reason we give it a name is because it helps separate it from ourselves so we can learn to deal with it. You can create a fantastical image of it, perhaps in a tuxedo, or make it a big hairy beast in a ballerina costume. The point is to turn something that is a tyrant into something funny and less powerful.

**Step# 3:** Whenever it shows up, acknowledge it and its story by name and take a deep breath, perhaps laugh. That will give you the time to consciously decide how you want to respond.

*Note: The easiest way to tame your inner critic is to address the language it uses first.*

**LET'S PLAY:** Write down something you "have to" do today. Notice how you feel as you repeat it to yourself. Hear and acknowledge your Inner Critic in the "have to"; what's the story and how would you typically respond mentally, emotionally, physically and spiritually to the "have to." Now use your Inner Critic's new name, take a deep breath and re-write the "have to" into a "want to" and write the new response.

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# Flipping Your Thoughts

The practice of flipping your thoughts can have a profound impact on your health and well-being. Each person may experience it differently as they learn more about their own thought patterns and behaviors.

## AFFIRMING THE POSITIVE

Perhaps the simplest way to begin changing your thoughts is through positive affirmation. This practice will also build mental focus and prepare you for further techniques. To begin write down some of the negative thoughts that are with you. Find the positive counterpart and word it in present tense, i.e. "I am..." rather than "I will be..."

## Worksheet: Flip Your Thoughts

NEGATIVE THOUGHTS	POSITIVE FLIP
<i>I hate vacuuming.</i>	<i>But I love a clean house!</i>

## Guided Imagery



Imagine a place you enjoy. What do you see? What do you smell? What do you hear? How do you feel? Keep imagining this place for about 5-10 minutes while breathing deeply.



# Class Three: BREATHING



**REVIEW:** You have completed the “See One” or awareness section of the course and are now moving into the “Do One” or action part of the course. What happened when you practiced being complaint free, named your inner critic, flipped your thoughts and noticed if you were engaging in more needy behaviors? Also check in on your wellness goals and be truthful about your progress.

**BREATHING ASSESSMENT:** Take the assessment. Notice how you answer the first six questions versus the last six questions. Are you highly or moderately stressed? Is your body giving you feedback about your stress levels and are you listening?

**WHY IS IT IMPORTANT TO BREATHE PROPERLY?** There are three reasons to practice diaphragmatic breathing. 1) It’s free. 2) It’s physiologically impossible to be in a stressed state during calm deep breathing. 3) It can take as little as 3 minutes and gives you up to an hour of physiological relaxation. We use deep breathing to jump the track from the “fight or flight” state of the sympathetic nervous system to a “calm, productive or relaxed” state of the parasympathetic nervous system.

**STRESS RESPONSE:** Stress is normal. It is your reaction or response to stress or perceived threats that determines your health. Review the behaviors and now think of how you have reacted to stressors within the past week or month. Which behaviors did you display? Partner up with someone in class to discuss how you react to stress and how you can become more stress responsive and complete the questions on page 23.

**BREATHING PRACTICE- RELEASE THE STRESS:** Practice the power of a good exhale demonstrated on the worksheets starting on page 24. Try to breathe only through your nose because it improves your health and helps you connect your mind with your body. You may feel uncomfortable with closing your eyes, but this is the fastest way to become present and aware of yourself. Notice how any feelings such as anxiousness, being vulnerable or out of control start to disappear with the practice of deep breathing.

**BREATHING PRACTICE-MENTAL CLARITY & MOTIVATION:** Practice the three part breath demonstrated on the worksheets.

**BENEFITS OF NOSE BREATHING:** Read the worksheet on why it is important to breathe through your nose. Practice ten breaths through the nose (page 25), if you can.

**PRACTICE!:** When we are chronically stressed we tend to be tense and highly reactive to events around us. This physical state corresponds to a brain-wave state call beta state. When we are in beta state, our minds are always in the thinking and doing mode and are more stress reactive. Breathing will move you from the beta state to the alpha state. In alpha state, your mind and body begin to work as a team. You are much more productive and have more energy in alpha state. You feel more connected and your mind is more clear. Practice the breathing exercises and feel the alpha state over the next few weeks..

## Worksheet: Breathing Assessment

It is physically impossible to be stressed while deep breathing. Stress causes dis-ease and our feelings/emotions are usually the cause of stress. Breathing deeply is a no cost, easy way to reduce stress and that is why breathing is a key to wellness. Your body is a feedback mechanism that tells you whether or not you are breathing well.

### S T R E S S E D

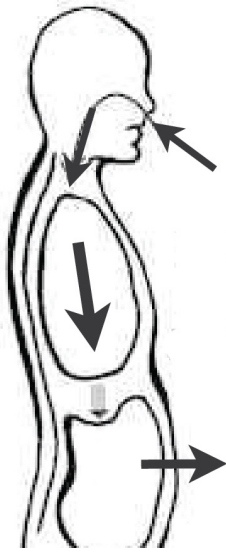
(Circle one)

- |  |   |
|--|---|
| 1) Do you often feel stressed throughout the day?                          | <i>usually / sometimes / rarely / never</i> |
| 2) Do you bump into things and/or forget what you are doing often?         | <i>usually / sometimes / rarely / never</i> |
| 3) Do you have shoulder, neck or back pain often?                          | <i>usually / sometimes / rarely / never</i> |
| 4) Do you often have trouble with your digestion?                          | <i>usually / sometimes / rarely / never</i> |
| 5) Does your chest ever hurt or do you notice your heart beating too fast? | <i>usually / sometimes / rarely / never</i> |
| 6) Does your body creak or crunch when you stretch and move?               | <i>usually / sometimes / rarely / never</i> |

### C A L M

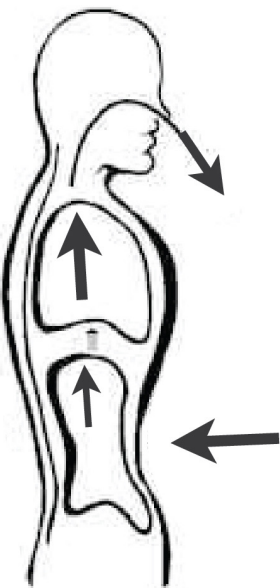
- |  |   |
|--|---|
| 7) Does your body feel good when you wake up in the morning?   | <i>usually / sometimes / rarely / never</i> |
| 8) Can you relax and turn off your mind easily?                | <i>usually / sometimes / rarely / never</i> |
| 9) Do you smile often and easily?                              | <i>usually / sometimes / rarely / never</i> |
| 10) Do you often go outside and/or walk around during the day? | <i>usually / sometimes / rarely / never</i> |
| 11) Do you express your feelings?                              | <i>usually / sometimes / rarely / never</i> |
| 12) Do you deep breathe often and easily?                      | <i>usually / sometimes / rarely / never</i> |

# Breathing: Why is it So Important to Breathe Properly?



## BREATHE IN

Breathe in through nose.  
Diaphragm lowers, lungs fill,  
and belly moves out slightly.



## BREATHE OUT

Breathe out through nose.  
Belly draws in, lifting  
diaphragm, releases  
stagnant air.

Imagine your Central Nervous System is like a train station. Your stress level decides which track your train will take. If you are in a high stressed state, your train is on a dangerous track. When you deep breathe and lower your stress, the train is on the calm and productive track. When you feel the train in danger, you can simply and easily jump the track by deep breathing.

## CENTRAL (Nervous System) STATION



**Sympathetic  
Nervous System**  
Fight or Flight



**Parasympathetic  
Nervous System**  
Rest and Rejuvenate

## BENEFITS OF PROPER BREATHING:

- It increases the oxygen to the cells for more energy
- Lower parts of the lungs are much more productive in oxygen transport
- Diaphragmatic breathing increases lymphatic drainage of lymph nodes
- Lowers or stabilizes blood pressure
- Reduces stress which benefits the immune system and disease risk
- It only takes 3 minutes and gives you up to an hour of physiological relaxation

# Worksheet: How Do You Manage Your Stress?

Whenever change occurs or we are asked to move out of our comfort zone, we experience stress. The level of stress depends on our perception of the threat and our ability to manage it. What is your habit? Are you Stress Responsive or Stress Reactive?

1. Write down some typical behaviors you might see in others or yourself that indicate that they are coming from a place of stress reactivity:

2. Now write down some behaviors that indicate that a person is behaving in a stress responsive manner:

Did the list contain any of the behaviors in the table below?

STRESS REACTIVE	STRESS RESPONSIVE
<i>Impatience</i>	<i>Patience</i>
<i>Habitual knee-jerk responses that create more problems than solutions</i>	<i>Effective and creative problem and conflict resolution</i>
<i>The constant need to be doing something in order to feel of value</i>	<i>Ability to engage in doing nothing, just being and finding value in being rather than doing</i>
<i>Lack of trust, negative competition</i>	<i>Trust and collaboration</i>
<i>Non-acceptance of self and others, judgment</i>	<i>Healthy personal boundaries and self and other acceptance</i>
<i>Negativity, victimization and self-abandonment</i>	<i>Positive thinking, personal empowerment, and self-care</i>

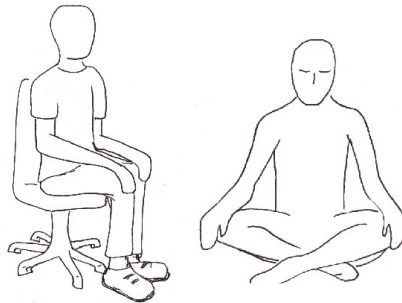
Remember that the key to moving from reactive to responsive is the breath!



# Breathing Exercise: Release the Stress

## THE EXHALE IS THE FOCUS OF THIS STRESS RELEASING BREATH

Did you know that proper breathing can have profound effects on our health and the homeostasis of the body/mind? When we activate our diaphragm with the breath we allow for optimal breathing and oxygen/carbon dioxide exchange. Most of our oxygen is absorbed on the exhale. If we have short exhales through the mouth the body doesn't have a chance to absorb enough oxygen. This can lead to an imbalance in our bodies pH which in turn leads to an inflammation response in the tissues and cells inhibiting their optimal functions. As we practice breathing let's focus on slowing the breath down.



### Step 1: *Belly Breath*



**Inhale** & imagine the belly inflating like a balloon.

**Exhale**, draw the navel in towards the spine making the belly "hollow"

**Repeat 3-5x**

### Step 2: *Notice the Space*

Continue a gentle belly breath and begin to notice the space between the breaths. Notice the slight pause at the top of the **IN** breath and the empty space at the Bottom of the **OUT** breath. It is important to not strain at any part of the breath. Be a passive observer of the experiences that exist at each part of the breath and release yourself into its natural rhythm & flow.

**Repeat 3-5x**

### Step 3: *Double Length Exhale*



**5-5-10 Inhale**, for an easy count of 5.

**Hold for 2-5 counts**

**Exhale\*** for a slow count of 10.

**Repeat 5-12x**

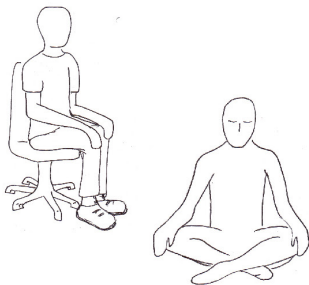
*\*OPTION: after the Exhale notice the stillness without breath. Allow the Inhale to come in on its own (don't try to breathe or hold out the breath) and then begin the counting once again. This can help take you deeper into a relaxed peaceful state.*

# Breathing Exercise: Mental Clarity and Motivation

## A 3-PART BREATH TECHNIQUE TO IMPROVE MENTAL CLARITY & MOTIVATION

Begin by sitting comfortably in a chair or on a cushion on the floor. Good alignment of the body allows for optimum breath with less effort. Practice each breath IN & OUT through the NOSE if possible. If possible sit away from the back of the chair, feet flat on the floor, spine tall, shoulder blades draw together, chest open, shoulders relaxed, and the chin parallel to the ground. At first this posture may feel uncomfortable, but over time it will become more natural.

### **Sitting** *with good alignment*



In a chair or on a cushion on the floor.

### **Step 1:** *Belly Breath*

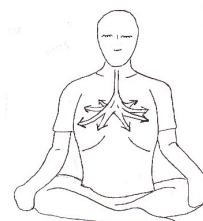


**Inhale** & imagine the belly inflating like a balloon.

**Exhale**, draw the navel in towards the spine making the belly "hollow".

**Repeat 3-5x**

### **Step 2:** *Rib Breath*



**Inhale** & feel the ribs expanding gently in all directions.

**Exhale**, draw the ribs toward center with slow control.

**Repeat 3-5x**

### **Step 3:** *Chest Breath*

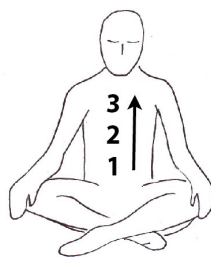


**Inhale** and allow the chest to rise and expand while keeping the shoulders relaxed.

**Exhale**, slowly release.

**Repeat 3-5x**

### **Step 4:** *Bottom-to-Top 3-Part Breath*

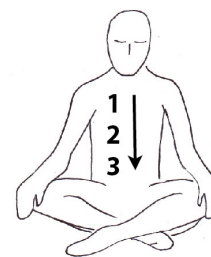


**Inhale** beginning at the belly, then the ribs, and finally the chest.

**Exhale** chest, then ribs, and finish with belly.

**Repeat 5-12x**

### **Step 5: (optional)** *Top-to-Bottom 3-Part Breath*



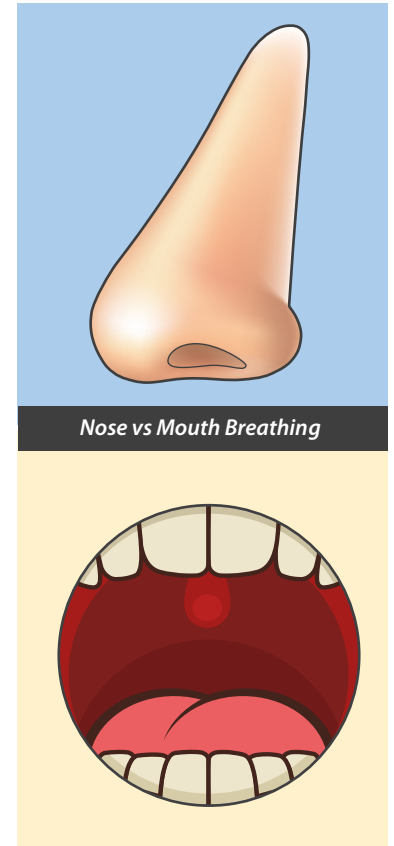
**Inhale** beginning at the chest, then the ribs, and finally the belly.

**Exhale** belly first, then ribs, and finish with chest.

# Breathing: Why is it Important to Breathe Through My Nose?

## BENEFITS OF NOSE BREATHING

- Afferent stimuli from the nerves that regulate breathing are located in the nasal passages. The inhaled air passing through the nasal mucosa carries the stimuli to the reflex nerves that control breathing.
- Lungs extract oxygen primarily on the exhale. Nostrils give back pressure for optimal absorption and maintain elasticity of lungs. Proper oxygen-carbon dioxide exchange maintains a balanced pH in the blood.
- The hypothalamus, which is responsible for many “automatic” functions of the body (such as heartbeat, blood pressure, thirst, appetite, circadian rhythms, memory, and emotions), directly extends into receptors in the nostrils.
- Each nostril is innervated by five cranial nerves from a different side of the brain. Each nostril functions independently and synergistically in filtering, warming, moisturizing, dehumidifying, and smelling the air.
- Nose breathing can reduce the risk of catching colds. The mucous membrane lining the nose extends all the way from the inner linings of the nostrils down the trachea to the bronchi that directly enter the lungs. Germs get caught and die in the mucous. The sinuses produce nitric oxide (NO) which is harmful to bacteria in small doses. NO is also a very important chemical part of sexual arousal.
- Nose breathing strengthens our sense of smell which is very important for enjoying life, for safety, and for social acceptance. Think of all the beautiful smells we enjoy with our nose. Smell influences our behavior, our memories, and many autonomic nervous system functions which are below the level of conscious awareness.
- Training yourself to nose breathe while awake can help the way you breathe while sleeping. During sleep, mouth breathing predisposes one to loud snoring and irregular breathing and can lead to a serious condition called sleep apnea and heart conditions.



Nose vs Mouth Breathing

## WHAT IF YOU NEED TO BREATHE THROUGH YOUR MOUTH?

- Keep your lips close together
- Breathe slowly, especially on the exhale
- Try touching the tip of your tongue to the hard palette behind the front teeth
- Imagine exhaling a thin straight line from the lips
- Notice if your jaw starts to droop and lips open further, then correct on exhale



# Class Four: POSITIVE CHOICES



**REVIEW:** Share your experience and how much you practiced deep breathing. Has it become a habit or will it become a healthy habit for you? Reflect on your ability to stay complaint free and if there are any particular situations or people that entice complaining. Share your progress on your wellness goals with a partner. Now that you've practiced the tools from self love, you are aware and become more secure. As you continue to practice the breathing, you become more calm.

**POSITIVE CHOICES ASSESSMENT:** Your health is dependent on the choices you make at every moment. We typically have the same choices each day. They are: People, Environment, Intake, Movement, Self Care and Sleep. See visual on page 31. When you make more choices that add to your health, or positive choices, you have more energy and your body usually feels good. When you engage in choices that subtract from or negatively impact your health, you lack energy and you may not feel well or suffer from symptoms of illness. While we all know this, becoming more aware of our choices and how they impact our lives will reduce any tendency toward denial and will often reverse symptoms of illness. Take the Positive Choices Assessment on page 32.

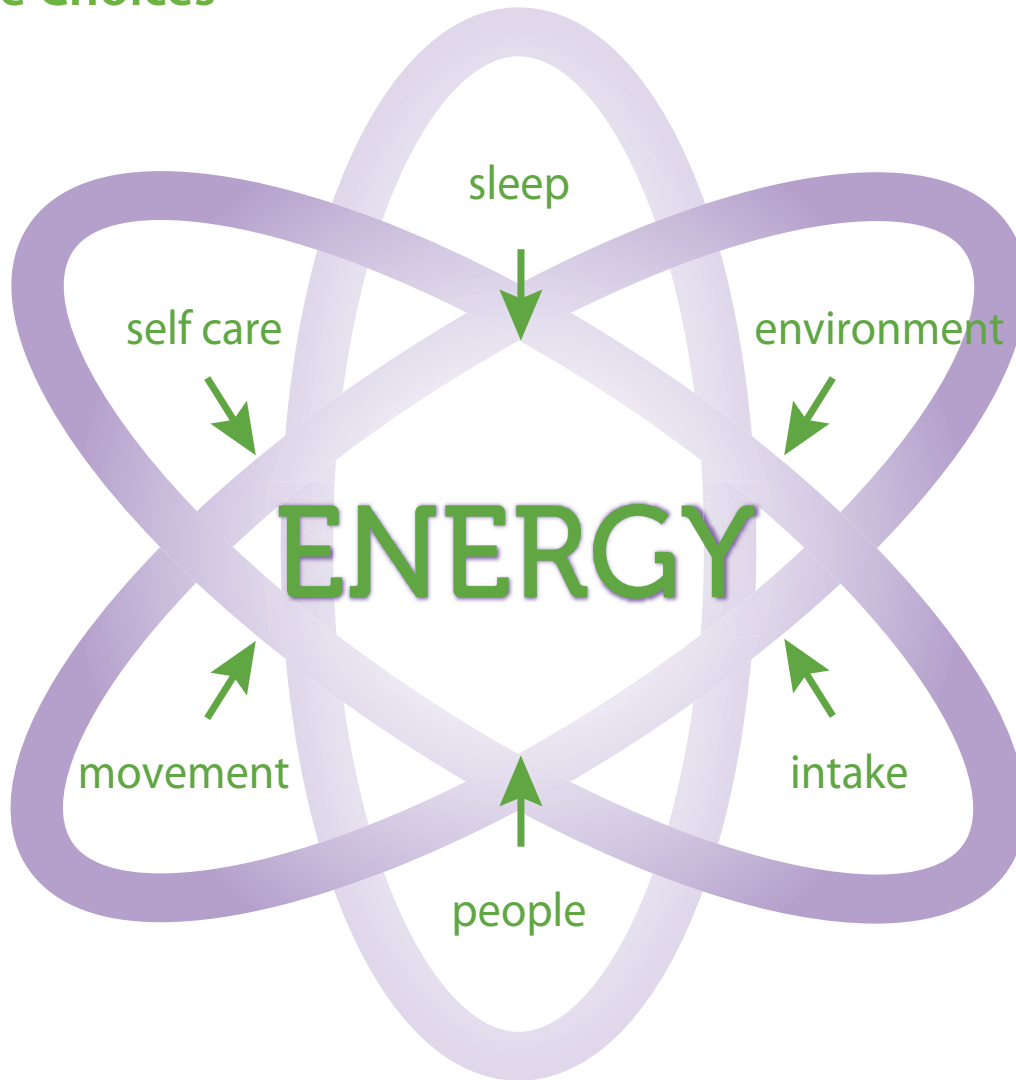
**NUTRITION:** We promote eating natural foods as much as possible and eat for energy. It is also important to eat only when you have stomach hunger and not emotional hunger. There are many foods that increase energy and we call them "green light foods." Start a food diary and consider adding some of the green light foods in the worksheets. If you have not tried these foods, try them. Review the handout "WHEN AND WHAT YOU EAT" and work on staying within the 3 – 7 range of the hunger/satiety scale. The main goal for nutrition or intake is to practice listening to your hunger and body and fueling it for energy.

**CONSCIOUS EATING:** Take a small piece of a fruit or vegetable. Hold it in your hand. Take a deep breath. Smell it. Look at it. Consider if it is healthy for you. Then put it in your mouth and slowly chew. Enjoy every moment of the experience. Swallow it and let that one bite satisfy you before taking another. Practice this as you eat your meal. This is also called contemplation.

**HEALTHY RHYTHMS:** Your sleep is the most important choice you can make for your health. The average adult needs 7 – 9 hours of good sleep each day. You usually have at least three 90 minute sleep cycles each evening whereby your sleep rejuvenates you and helps you maintain good health. It is important to focus on your melatonin levels at nighttime and if you can, use a nightly sleep ritual (see page 34 for examples). We also suggest you spend at least 20 minutes during the day not in the "beta" (productive state) and cultivate a practice of rejuvenating during the day so that your sleep is not overly affected by your mind.

**YOU ARE YOUR ENVIRONMENT:** There are probably three environments you spend the most time in: your home, office and car. Environments can promote health and are a direct reflection of your current state of wellness. If you are surrounded by dullness and negativity, you may be depressed or in need of stimulation. If your environment is disorganized and cluttered, you may need to clean the clutter- both literally and emotionally. An environment that is always in order and organized may indicate a tendency to compulsiveness or being too externally focused. You may want to display some self compassion or healthy play. Try using the home healing environment test on page 35 to check in and, if needed, make some positive changes to feel healthier.

## Positive Choices



**SLEEP** We spend a third of our life asleep, and when you choose to get a good night's sleep your energy is sustained throughout the day.

**ENVIRONMENT** Your environment can inspire you to relax and feel safe, happy and inspired or it can negatively affect your health.

**INTAKE** This includes anything you put in your body such as water, liquids, caffeine, alcohol and tobacco. Awareness and consciously intaking increases energy.

**PEOPLE** The people in your life have a huge impact on your health because their energy is often contagious.

**MOVEMENT** Choosing to be less sedentary along with exercise always increases energy.

**SELF CARE** Taking the time to care for those little things that help you feel good increases your energy.

## Worksheet: POSITIVE CHOICES ASSESSMENT

*"Using the analogy of a plant. Do my choices make me feel like I am a healthy plant that is green and growing. Or, do my choices make me feel like a less healthy plant that is brown and dying." We typically have the same choices each day. They are: People, Environment, Intake, Movement, Self Care and Sleep (page 33).*



1) List the top 5-8 people you spend the most time with in your life. Put a plus sign next to the people that make you smile or feel positive and a negative sign next to those that do not.

_____	_____	_____
_____	_____	_____
_____	_____	_____

2) List the top 3-5 places you spend the most time and how many hours per day you are in that environment. Put a plus sign next to the places that make you feel positive and a negative sign next to those that do not.

_____	_____
_____	_____
_____	_____

3) How many servings of healthy foods or substances do you typically intake each day? \_\_\_\_\_

4) How many servings of unhealthy foods do you typically intake each day? \_\_\_\_\_

5) List the typical number of hours you move each day. \_\_\_\_\_

6) List the things you regularly do for self care each day. \_\_\_\_\_

_____
_____

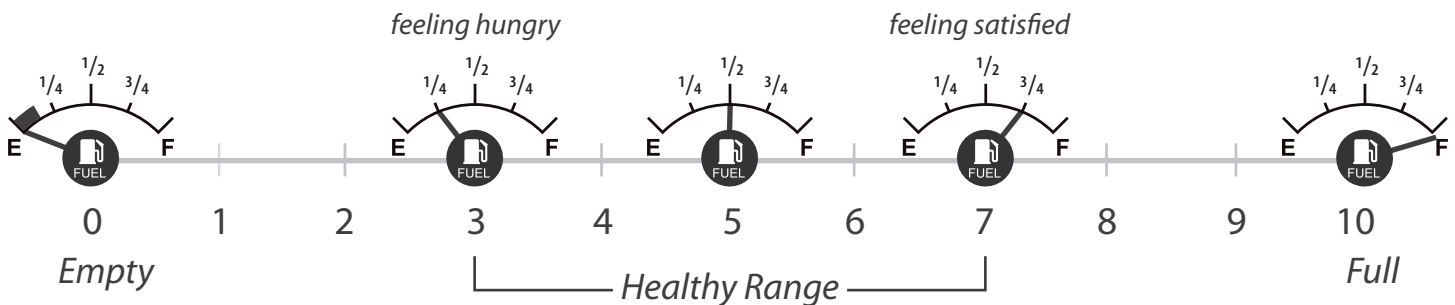
7) Write down the number of hours of sleep you typically get each day. \_\_\_\_\_

8) Do you go to bed around the same time each day? \_\_\_\_\_

## Worksheet: When and What You Eat

Your choices of what you eat and how often you fuel yourself determine your energy level. Start by listening to your body and determine your level of hunger or satiety. We want to avoid waiting to eat until you are completely empty or over-eating, so that you are completely full. For healthy digestion, we suggest fasting or at least 12 hours a day (usually at night); eating breakfast within 1-2 hours of waking up and eating a meal or snack every 3-4 hours or as your hunger guides you in that 12 hour eating period of the day. Try to reduce or avoid toxins such as alcohol, tobacco and caffeine for better health.

### HUNGER/SATIETY SCALE



MEAL	=	PROTEINS	+	FATS	+	CARBOHYDRATES	+	NON-STARCHY VEGETABLES
<b>GREEN</b> <i>100% nutritious value</i>		Unsalted Nuts/Seeds Organic Poultry Grass Fed Beef Fish Plain Yogurt Cottage Cheese Egg Beans Tofu/Tempeh		Avocado Unsalted Nuts/Seeds Cold Water Fish Oils: Olive, Coconut or Grapeseed Flax (ground), Chia, Hemp Seeds		Fresh/Frozen Fruits 100% Whole Grains: Quinoa, Oats, Bulgur Unprocessed Starchy Vegetables: Corn, Potatoes		Fresh, Organic Vegetables; Eat in Season, Eat the Rainbow!
<b>YELLOW</b> <i>Some nutritious value</i>		Conventionally Raised Beef, Pork, or Poultry Salted Nuts/Seeds Sweetened Yogurt Cheese		Butter Lard Cream Cheese		Dried Fruit Fruit Juice Milk Processed Grains Honey Agave		Non-Organic Vegetables Frozen Vegetables
<b>RED</b> <i>No nutritious value</i>		Processed Meats (lunch meat, salami, bacon, sausage, etc.)		"Trans Fats" (Partially Hydrogenated Oils)		Canned Fruit Processed Snacks Baked Goods Processed Sugars		Canned Vegetables

## Worksheet: Healthy Rhythms

Creating a Healthy Rhythms practice will support your efforts in getting a good night's sleep. Sleep has many health benefits. It helps your learning and memory as well as reducing the risks for most chronic diseases and obesity. Most adults require 7-9 hours of sleep regardless of age. The myth that we need less sleep as we age may be based on the difficulty sleeping we experience due to medications, health conditions, and other reasons. Protecting your sleep as you age will give you more energy and better health.

### SETTING UP FOR SUCCESS - CHECK LIST

#### BEDROOM

- \_\_\_ Clean, comfortable, and inviting bedding
- \_\_\_ Cool, dark, & quiet room
- \_\_\_ Room used for sleep & sex only
- \_\_\_ No electronics in bedroom
- \_\_\_ Avoid stimulating decorations
- \_\_\_ Use a pleasant alarm clock

#### AVOID:

- \_\_\_ Eating late at night/spicy foods
- \_\_\_ Alcohol at night
- \_\_\_ Tobacco at night
- \_\_\_ Electronics & media 1-2 hrs before bed
- \_\_\_ Caffeine after noon
- \_\_\_ Excessive worrying about tomorrow

### CREATING HEALTHY RHYTHMS

Healthy sleep cycles are strongly influenced by the rhythms we keep during our waking hours. Sleep rejuvenates the body, primarily during deep sleep, and the mind, primarily during REM sleep. Over the course of one sleep cycle different brain wave patterns are dominant such as Beta, Alpha, Theta, and Delta. The length of the sleep cycle is around 90-100 minutes with each progressive cycle increasing REM sleep and decreasing deep sleep. Our waking BRAC, or Basic Rest and Activity Cycle, is the same length as our sleep cycle. Neuro-plasticity and the ability to illicit the Parasympathetic Nervous System or the 'Relaxation Response' while awake are important factors in healthy sleep. Below you will find 3 categories of practices to help you create a Healthy Sleep Rhythm.

### HEALTHY RHYTHM CATEGORIES

#### WAKING UP WITH INTENTION

- 3 deep breaths while in bed
- Stretch 5 min. in or out of bed
- Self massage w/ almond oil
- Drink water with lemon
- Sit in silence and observe
- Sit in nature
- Meditation/affirmation/prayer
- Practice deep breathing

#### WAKING RHYTHMS

- Practice deep breathing
- Listen to brain wave music
- Practice guided relaxation
- Take a Yoga, Qigong, Tai Chi or Feldenkrais Method® class
- Take a walk outside
- Meditation/affirmation/prayer
- Create some art or color

#### PRE-SLEEP RITUAL

- Hot bath with lavender
- Foot massage with lavender oil
- Warm milk with cinnamon and spice
- Chamomile tea
- Gentle stretching & movement
- Meditation/affirmation/prayer
- Relaxing music
- Guided imagery or relaxation

# Worksheet: Home Healing Environment Assessment

*Your home environment is very important in the healing process and can enhance healing.*

## THERE ARE EIGHT ELEMENTS THAT MAKE UP A HEALING ENVIRONMENT

The home healing environment assessment tool allows you to easily create an ideal healing environment by checking for and enhancing the presence of these eight elements.

**Comfort:** Is there comfortable seating and is the room welcoming? **Color:** Does the room have soft, healing colors or colors that personally inspire healing? **Natural Light:** Does the room have natural light with the windows open enough for a view? **Nature:** Does the room have anything alive and/or reminders of nature? **Sound:** Is the room naturally quiet and/or does it include access to music that inspires healing? **Smell:** Does the room smell good? **Artwork:** Does the room have art or crafts that personally bring joy? **Low Clutter:** Is the room organized, tidy and easy to navigate?

SPACES	Comfort	Color	Natural Light	Nature	Sound	Smell	Artwork	Low Clutter	TOTAL
Bedroom(s)									
Living Room(s)									
Kitchen									
Bathroom(s)									
Outside									
Other									
<i>Take total and divide by the number of rooms to get your healing environment score</i>									

SCALE: 4 = Element clearly present • 3 = Element present • 2 = Element accessible • 1 = Element not present

SCORE: 0-15 Add Healing Elements • 16-20 Easily Upgrades for Healing • 21-25 Good Environment for Healing • 26-32 Healing Environment is Ideal

# Class Five: BALANCE



**REVIEW:** Share your experience with conscious eating and if it made a difference in your eating habits. Check in to see how often you are practicing deep breathing. Are you still living complaint free? We are now completing the “do one” portion of the course and hopefully you will start teaching wellness over the next few weeks. Use the review worksheet with the 5 keys on one hand and the prompt questions below to practice checking in on how well you use 5 keys health improvement system each day on page 37.

**WORK/LIFE BALANCE:** Take a moment to read the lines under work and life in the balance symbol on page 38. Do you have work/life balance? When work or life are out of balance, we often find ourselves not doing anyone service. Do you bring 100% of yourself to work? Do you complete work and have the energy you need for life? What can you change to find more balance between the two?

**BALANCE PRESCRIPTION:** Balance is defined as the equal distribution of all factors. No one factor is given more time or attention than the others. You probably sleep, work, study, perform tasks, connect with others, move, rejuvenate and play throughout the week. But often we “over-do” or say “I don’t have time.” When you look at how you really spend your time each day, we often find we are wasting away many hours. Positive choices will enhance balance and will make you much more productive. There is usually enough time when you are living a balanced life. Write yourself a prescription for the next month to find more balance on page 40. *Example:* Wake up at 7 a.m. and start the day with deep breathing or guided imagery before starting the day. Take a walk outside at lunch and then sit on a bench for a few minutes. Make sure I do something I enjoy while at work. Do something that makes me smile before I go to bed.

**BALANCING FOR THE TRUE YOU:** The true you desires work, study, rest and play every day. These are the things you do. The only question is, are you doing what makes your heart sing? Are you overdoing one and skimping on the other? Complete the worksheet on page 40 by answering the questions in all four quadrants. How can you do all four true activities to become more balanced and healthy each day? Note: Work can be an avocation. Study is not doing the same things, but getting out of a rut by learning something new. Play is something that brings a smile to your face. Rest is not sleeping, it is rejuvenating.

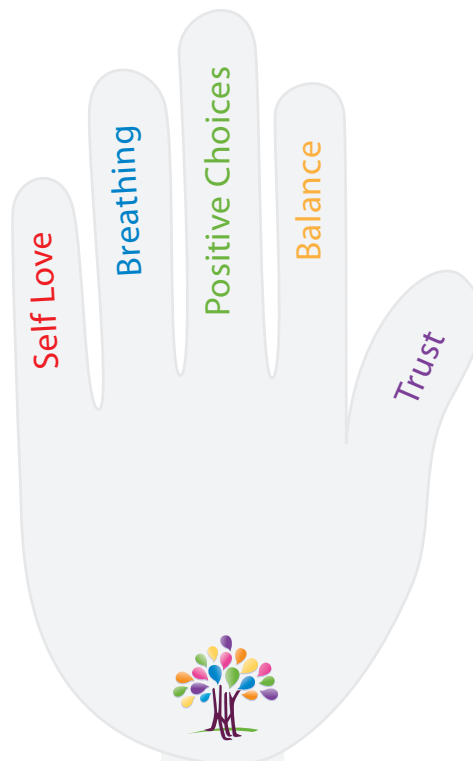
**YOU HAVE THE TIME:** Using the worksheet on page 41, look at your typical 24 hour day. There are six major ways you spend time – sleep, work, tasks, play, rest, movement. We typically sleep about 8 hours a day and you likely work or go to school 8 hours a day. That leaves 8 hours each day. We recommend you rest (doing something that rejuvenates you) at least 20 minutes a day, maybe at 10 minute intervals. This rejuvenation during the day will help you stay balanced, especially at work. A balanced person also moves at least 30 minutes a day. Finally, we recommend you play (doing something that makes you smile) at least once a week but it would be better to do something enjoyable as often as you can. This leaves you with about 4 – 7 hours per day and most likely you are spending this time on tasks or doing things that may throw you off balance. *Examples are paying attention to how much you are losing time using technology or noticing how much time you spend worrying about tasks.*

**STRENGTH & BALANCE:** Practice the physical exercises on the Wellness Card. Now try to teach these exercises or other stretches to the class.

**MEDITATION:** The easiest way to rejuvenate that we have found is meditation. This is the next step after breathing, guided imagery or contemplation. Meditation is a practice whereby you sit still and just breathe naturally. Do not attempt to empty your mind, just let everything go. If you have a thought, notice it and then let it go. Sometimes it helps to either count your breaths or focus on a word or two (mantra) to empty your mind. Do this for 5 – 15 minutes and you will be rejuvenated!



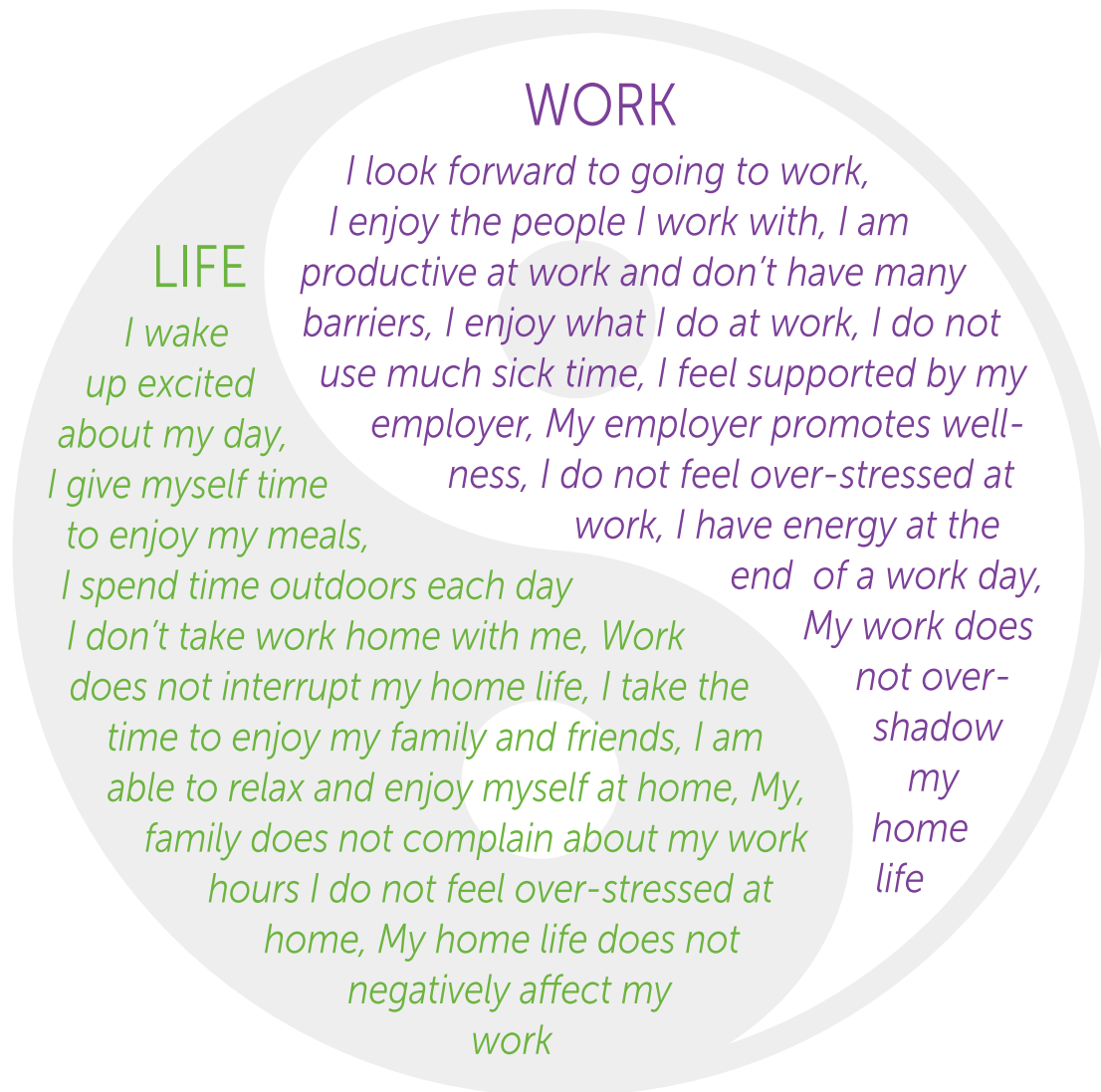
## Worksheet: Using the Five Keys to Wellness Health Improvement System Daily



- ☐ **General Health:** Did your body give you positive feedback today or did it hurt in some areas? Do you know your health numbers? Did you meet your wellness commitments? Did you reduce an unhealthy habit or add a healthy new one?
- ☐ **Self Love:** Check in to see how you used your words. What were you thinking about? Did you complain much? Did you act like a child, martyr, saboteur, sell-out or victim? What did your inner critic say? Were you overly concerned about what others think? Were you enjoyable to be around?
- ☐ **Breathing:** Did you notice excessive stress today? Did you start your day with some breathing, guided imagery and/or a positive intention? Can you teach some of the breaths such as the vowel breath, nostril breathing or the belly breaths? Were you able to be more present and notice your mind and body working better together?
- ☐ **Positive Choices:** Did you develop a better sleep ritual? Did you drink a glass of water in the morning? Did you monitor when you eat and add more green light foods to your diet? Did you avoid the toxins such as caffeine, sugar, alcohol and tobacco? Did you move throughout the day? Who did you spend time with? Did you make your home, care or work environments more healthy?
- ☐ **Balance:** Are you overdoing some things and not giving time to what maintains or enhances your health? Is your work rewarding and do you use your gifts at work? Are you in a rut and not trying new things? Are you doing things that make you smile often? Do you take time to rejuvenate during the day?
- ☐ **Trust:** Do you have meaning in your life? Can you go with the flow and not take things personally? Do you focus too much on the past or the future? Did you find some difficulties had a purpose?

## Worksheet: Balance Self Assessment

A balanced, healthy working person is productive and happy at both home and work. They do not OVER-DO. A balanced person is generally happy and will take at least one day a week to relax and enjoy themselves while celebrating the week's accomplishments. Take a moment to read the statements under LIFE and WORK and assess whether or not they are in balance.



**NOTE:** We are often not balancing work with life well when we do not have healthy boundaries.

## Worksheet: Balance Prescription

The allopathic approach often includes a physician prescription to maintain health, manage a chronic illness or cure a disease. Most of us tend to follow the advice of our healthcare experts. The integrative approach is different because it is inclusive of the fact that you are the expert of your own health and healing. Take some time to prescribe a healthy balance and daily habits for yourself.

It is possible to measurably boost your body's own production of DHEA naturally. People who balance their lives will likely maintain a positive outlook which results in more DHEA and increase their levels of serotonin (the happy neurotransmitter.) By following this prescription, you will easily increase your happiness and your joyful life becomes more of a masterpiece that inspires everyone around you.

**SLEEP** (example: "Get consistent and regular sleep without waking up tired.") \_\_\_\_\_

---

**WORK** (example: "Wake up and connect with yourself before starting work, imagine a positive work day.") \_\_\_\_\_

---

**STUDY** (example: "Learn something new and don't do the same thing each day.") \_\_\_\_\_

---

**TASKS** (example: "Allow yourself one hour to complete as many tasks as needed and get organized do not get caught up in the tasks and lose balance.") \_\_\_\_\_

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**CONNECTION** (example: Connect with family and friends in a healthy, loving way or join a class/group that shares your interest.") \_\_\_\_\_

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**MOVEMENT** (example: "Move your body, even if just through deep breathing and mild stretching to reduces stress, oxygenate cells and boost mood-elevating substances in your bloodstream called endorphins at least twice a day.") \_\_\_\_\_

---

**REJUVENATION** (example: "Make a daily ritual of contemplation, from a walk outside to yoga to prayer, making space to focus on what is truly meaningful.") \_\_\_\_\_

---

**PLAY** (example: "Play for at least a few hours a week having fun without guilt.") \_\_\_\_\_

---

## Worksheet: Balancing For The True You

You know your truth and your true self is aware and begging you to pay attention to how you balance your life. Your life can be a masterpiece starting today. Answer the following questions and consider how much time you dedicate to the “true” you.

TRUE WORK	TRUE STUDY
Does my work bring me joy?	What new things have I done?
TRUE PLAY	TRUE REST
What makes me feel good?	What do I do that rejuvenates me?

Note: You started to create your health habits when you were about 10 years old. Go back to that time and remember what you loved to do. Do you still use those natural skills at work and play?

## Worksheet: You Have the Time

When you are living a relatively balanced life and not over-doing things, you will find you have more time to do what is important. Tasks or wasting time worrying about the tasks that need to be done will often throw us off balance. If you set aside a specific time and a limited number of hours for tasks each week and not worry about them any more, you will find you have more time to balance your day or week. You know you are out of balance when you feel less productive or tired too often. You are more balanced when you have energy throughout the day and night.

Use this chart to keep track of how much time you spend each day of the week doing the following:

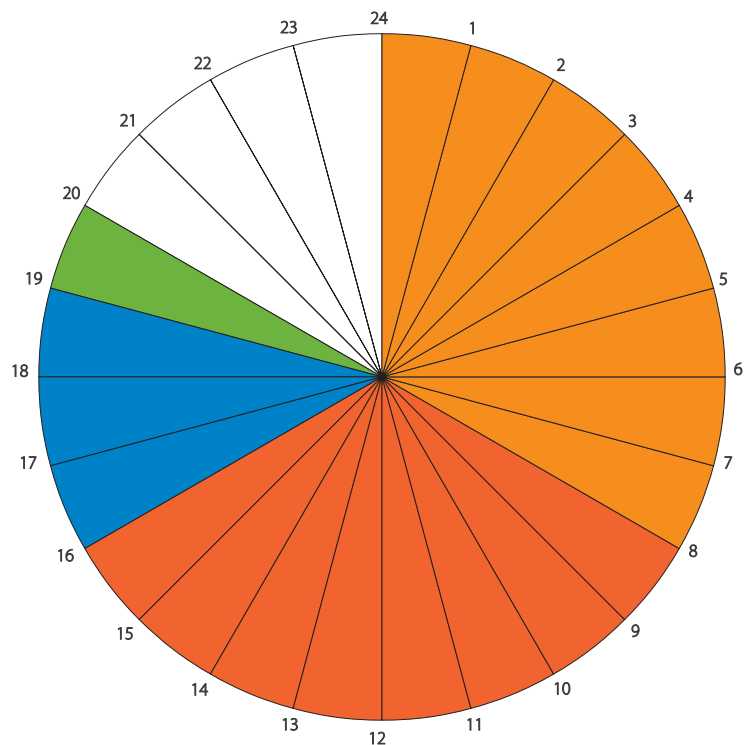
SLEEP	_____	hours per week	TASKS	_____	hours per week
WORK/SCHOOL	_____	hours per week	PLAY	_____	hours per week
MOVEMENT	_____	hours per week	STUDY/LEARN	_____	hours per week
REST	_____	hours per week	OTHER	_____	hours per week

**TOTAL** = \_\_\_\_\_ hours per week /168 hours per week

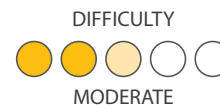
### SAMPLE DAY:

Notice that even on a busy work or school day, we typically have at least 4 hours to play, study, rest or spend it on other things. YOU HAVE THE TIME to live in BALANCE!

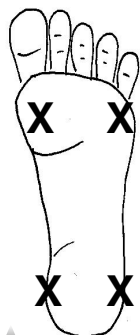
Sleep • Work/School • Tasks • Movement



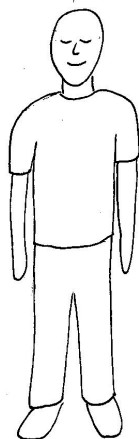
# Wellness Card: Strength & Balance



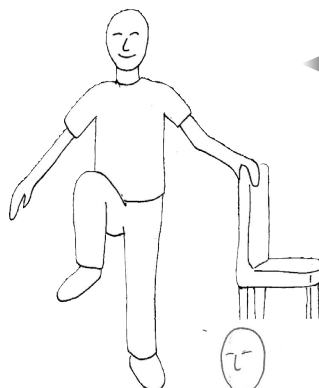
*A set of postures to increase balance awareness & strengthen stabilizer muscles*



**FOOT PRESSURE:**  
Think of your foot with 4 points of pressure: The inner ball of the foot, the outer ball, the inner edge of the heel and the outer edge. When you press through these points, relax the toes and lift the arches



**FINDING YOUR BALANCE:**  
Stand tall and relaxed. Feet hip width apart. Keeping the shoulders relaxed, notice the pressure in the feet. If you can close the eyes and feel the subtle sway forward and back, side to side. Explore how your body adjusts with the movement.

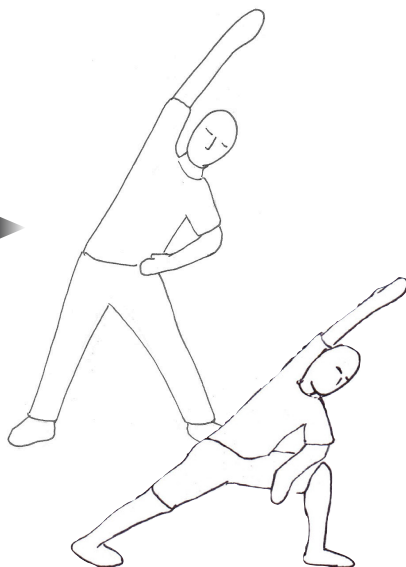


**ONE LEG BALANCE:**  
Now try balancing on one leg. Lift the other foot up eventually bringing your knee higher. Keep your eyes focused on a stationary point in front of you on the floor or wall. Start slow and notice the foot pressure of the standing leg. Use a support like a chair when necessary

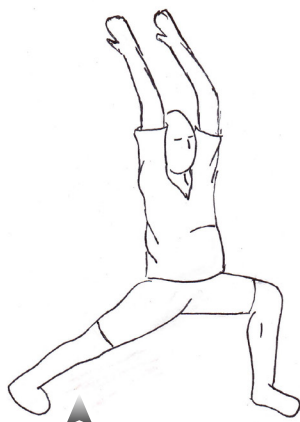
*One leg balance variation*



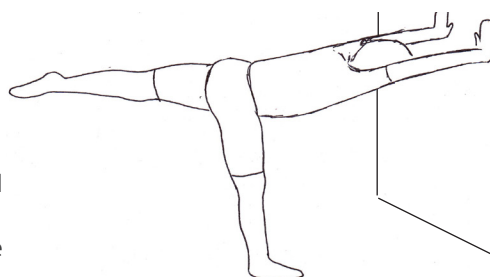
**SIDE STRETCH & SIDE ANGLE:**  
Start with a side stretch 3 breaths. Then take a lunge position with the legs and rest your forward arm on your front thigh. The feet pressing firm into the ground. 3-5 Breaths then repeat on other side



**TREE POSE:**  
Balance on right foot and lift your left foot to your inner leg. Place above or below knee. Arms can be overhead, out to side, in prayer position, or use support for balance 3-5 Breaths then repeat other side



**WARRIOR POSE:** Step your right foot forward into a lunge. Plant the back heel and turn back toes slightly forward so the hips can face forward. Relax tailbone down to open low back.



**DYNAMIC WARRIOR 3:**  
Place hands on the wall shoulder width apart. Walk your feet back so eventually the body is at a 90 degree angle. Inhale raise your right leg back. Exhale down. Left leg. 3-5x ea side. Strengthens the buttocks and back. Balance Challenge: hold your leg in place for 3-5 Breaths. Gradually bring hands off the wall.

## Wellness Card: "I AM" Meditation



### *Affirming Your Inner Peace with this simple Meditation*

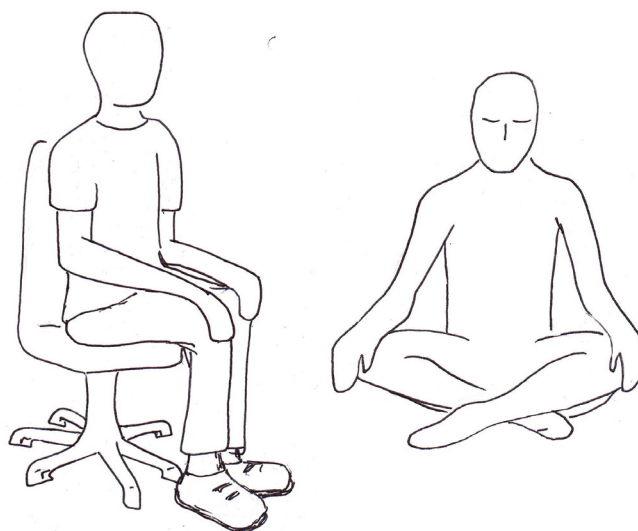
Many of us at some point in our lives have experienced a sense of clarity and peace...though it may have been only a brief moment. For some it may remain a concept that we've heard about yet haven't experienced. Meditation is a practice of concentration that helps us release stress and find our inner peace. Meditation is not a religious practice though many religions use some form of it. This simple "I AM" meditation can strengthen our acceptance of who we are beyond our external associations of social patterns, careers, relationships, etc. We may discover that other factors in our lives can affect our meditation and concentration efforts. Things such as how we respond or react to stress, the foods we eat, the company we keep, and our environments.

**PREPARE:** Begin by sitting comfortably in a chair or on a cushion on the floor. Keep the shoulders relaxed and the spine tall. Start to deepen the breath down to the belly or try a another breathing exercise such as the double length exhale or 3-part breath.

**CREATE SPACE:** After a short time focusing on your breath, begin to pause after the exhale and relax into the space without breath. This doesn't have to be very long but try and expand your concentration in this space. When ready release the breathing practice and sit in the calm space after the exhale...

**"I AM" MEDITATION:** Without trying to breathe in, allow the breath to move on its own. It may be slow, fast, shallow or deep. It doesn't really matter. Just notice whenever the breath moves and silently repeat the word "I" when the breath flows in, and "AM" when the breath flows out. If the breath pauses naturally then enjoy that moment of stillness in the mind.

**EXPAND YOUR AWARENESS:** Gradually begin to observe the space between the words and breath. Just notice whatever is there and continue repeating "I AM". Allow thoughts to come and go or cease, just don't become attached to them. You may find the inner critic starts judging and criticizing...you don't have to listen. Just be present.



*Take a moment to enjoy the calm  
nature of your true self*

# Class Six: TRUST



**REVIEW:** You are about to graduate from the course and become a Wellness Ambassador. Share your experience. Do you use the keys each day? How did you do on your wellness goals? Discuss the Wellness University™ touchstone of the Iceberg and how you can teach these concepts.

**TRUST ASSESSMENT:** Take the trust assessment on page 45 and find out what your beliefs are and if you have opportunities at the origin of the layers under the surface of your wellness iceberg. Discuss your answers with a trusted friend. You are all of these!

**WHAT IS TRUST?** Trust is the glue in life. It is about your relationship with yourself, not with anyone else. The questions that we all ask that pertain to trust are: Who am I? Why am I here? How do I serve the greater good? What do I value and hold true for myself? Do I trust that life has rhythms and I can just go with the flow? Am I my highest self? Do I have spirit? Where are you on the trust line? Take a moment to contemplate these questions and see if you have easy answers. If not, journal about it.

**INSPIRATION:** Our definition of trust is based on our relationship with our highest self. We access that self through the right brain. Watch the youtube video by Jill Bolte Taylor called Stroke of Insight. See the visual on page 46.

**FORGIVENESS:** Most of us do most of our healing at the end of our life. Why? It is a common practice to be truthful and forgive at that time. What if you practiced forgiveness now? Would you be more healthy? Try practicing using the Forgiveness worksheet on page 47.

**GRATITUDE:** Living in gratitude is easy and yet, not very typical. A Healthy person tends to look for that in which they can be grateful. Trust stems from seeking out your blessings in life. Try the gratitude exercise on page 48.

**THE HEALTHY ROLE MODEL SCALE:** Before you start teaching wellness, it is important to check in on a regular basis to see if you are role modeling the 5 keys and awareness. Using the Healthy Role Model Scale on page 50, you can easily assess your current state of health, become more aware and continue to move to the right of the scale. A Wellness Ambassador continues to practice being secure, calm, energetic, productive and content.

***Congratulations!***

***You are a Wellness Ambassador and thanks for making health more contagious!***

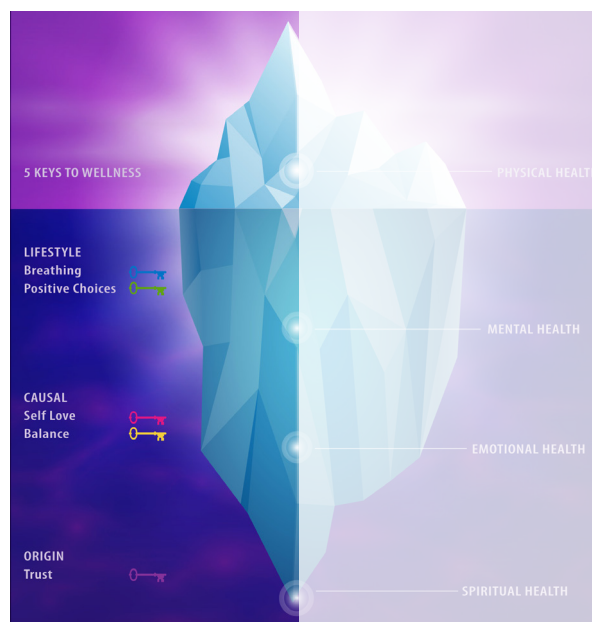


# Worksheet: Trust Assessment

Circle your answers of yes or no if you agree with the following I AM statements:

## *I AM all of this and more*

- |  |          |
|--|----------|
| 1) Perfect the way I am?                               | yes / no |
| 2) A spiritual being?                                  | yes / no |
| 3) Giving of love without conditions or expectations?  | yes / no |
| 4) Inherently wise?                                    | yes / no |
| 5) Creative and able to co-create what I want in life? | yes / no |
| 6) Abundant?   | yes / no |
| 7) Healthy in mind, body, emotions and spirit?         | yes / no |
| 8) Whole?  | yes / no |
| 9) Happy for no reason?                                | yes / no |
| 10) Life affirming in thoughts, words and deeds?       | yes / no |
| 11) Able to heal myself or participate in my healing?  | yes / no |
| 12) Embracing of all change?                           | yes / no |
| 13) Compassionate to self and others at all times?     | yes / no |
| 14) Positive and hopeful?                              | yes / no |
| 15) Grateful?  | yes / no |



## Visual: What is Trust?

# Right Brain, Present, I AM

# Left Brain, Past & Future, I Was or Will Be



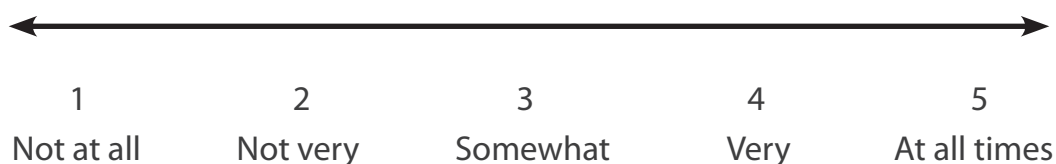
**TRUST**  
is when you understand that your projections, expectations and actions **OFTEN CREATE** what you receive. Trusting means you embrace life no matter what the circumstances because you trust yourself. It is about the relationship with **SELF** and not others.



## Do I Trust?

Using the following continuum, circle your current level of trusting today?

## TRUST LINE



## Worksheet: Forgiveness

Forgiveness is an excellent tool to help you increase your energy by letting go of the mental and emotional issues or clutter that reduce your level of trust and joy. Take a moment to visualize an experience in which you have not yet forgiven completely and use the questions to try to let it go.

***What happened?***

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***Can the outcome be changed in any way?***

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***What keeps you holding on to the feelings about what happened?***

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***What would have to happen for you to forgive and let go?*** (This is not about what the other person must do, as you have no control over what they do; this is about what you must do to stop carrying it).

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***When and how will you forgive and let go?***

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## Worksheet: Gratitude

The quickest way to enhance your trust is to spend time focusing on what you are grateful for:

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Now, look at what you wrote down. How many of the items listed are not material? Now, write down as many things that you can think of about your non-material life in which you feel gratitude.

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*See how much there  
is to be grateful for  
each and every moment  
of our lives?*



# Worksheet: Healthy Role Model Scale

Using the 5 Keys to Wellness health improvement system each day, you become a healthy role model and a Wellness Ambassador. Wellness Ambassadors try to live on the right side of the scale as they continuously aim toward becoming secure, calm, energetic, productive and content. It is common to move back and forth on the scale for each key. The more awareness you have of when you are needy, stressed, fatigued, ineffective or discontent helps you easily apply one of the right Keys to Wellness to unlock your natural state – which is healthy.



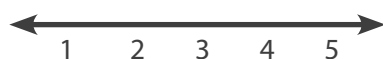
*(Circle the number on the scale for each key that represents how you are living right now.)*

## Am I Feeling ...



### SELF LOVE

Needy?



Secure?



### BREATHING

Stressed?

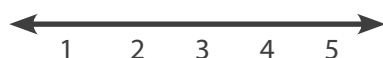


Calm?



### POSITIVE CHOICES

Fatigued?



Energetic?



### BALANCE

Ineffective?



Productive?



### TRUST

Discontent?



Content?

# Worksheet: Practice Teaching as a Wellness Ambassador

Take a moment to write down how you would teach each of the 5 Keys to Wellness to someone who is struggling to be the healthiest they can be:

**Someone is hurt by another person speaking negatively about them.**

*How would you help them apply Self Love to feel more secure?*

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**Someone is stressed.**

*How would you help them apply Breathing to feel more calm?*

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**Someone consistently makes bad choices that make them unhealthy.**

*How would you encourage them to eat well; drink more water; choose to spend time doing healthier activities; or choose friends that make less negative choices?*

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**Someone is an over achiever.**

*How would you help them balance their life?*

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**Someone worries about things and always looks for things to go wrong.**

*How would you help them trust more and feel some joy?*

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**Someone is very lazy.**

*How would you inspire them to live well?*

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Wellness University Evaluation:      Date \_\_\_\_\_

What did you enjoy the most about Wellness University?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did the “Create Your Health” workbook assist you in this journey?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you focused more on your wellness during this class?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you plan to teach the 5 keys to wellness to others?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rate the Classes:** *Circle one: 1) needs improvement 2) satisfactory 3) good 4) excellent*

General Health	1	2	3	4
Self Love	1	2	3	4
Breathing	1	2	3	4
Positive Choices	1	2	3	4
Balance	1	2	3	4
Trust	1	2	3	4

What would you like to see improved or changed about the Wellness University class?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## About the Authors



**Kelly Mather** has been on a mission to lead and bring healing to healthcare for most of her life. Originally from Illinois, she graduated from Auburn University with a Bachelor of Science in Health Administration and received her Master's in Health Administration from Medical College of Virginia (VCU). Since 1991, Kelly has been a hospital administrator and healthcare CEO in the San Francisco Bay Area. While serving as a leader in healthcare, Kelly aims to inspire hospitals and providers to go beyond providing the typical acute rescue and illness care. She is passionate about improving the health of individuals, organizations and communities at all 4 levels using the 5 Keys to Wellness. Her children's books and wellness manuals are all available at no cost through [HarmonyHealingHouse.com](http://HarmonyHealingHouse.com). Kelly is married and is the proud mother of three amazing children.



**Leslie Lovejoy, RN, Ph.D.** has been actively involved in mainstream healthcare and complementary wellness movements for over forty years. As a wellness coach, educator, writer, and consultant, she helps individuals and groups gain insights into the relationship between mind, body and spirit and the creation of optimal health. She is passionate about living an authentic life and supporting others as they travel towards their own growth.

Leslie holds a Masters Degree in Clinical Psychology and a Ph.D. in Social Psychology. She combines western and eastern philosophies, science and subtle energy practices to help individuals, groups and businesses create sustainable health promotion programs.

Leslie lives in rural Northern California where she spends her time working in her gardens and finding inspiration through the natural beauty and wildlife which supports her journey to promote healthy people and a healthy planet.



**Steven Lewis** is a Holistic Health Practitioner, registered Yoga Therapist, Certified Massage Therapist, author, artist, and musician. He trained at Mueller College of Holistic Studies in San Diego, California where he learned the importance of the Body -Mind connection and various applications to awaken health within the individual. At Mueller he studied many healing arts such as Traditional Chinese Medicine, Ayurveda, and over eight forms of massage and body therapy.

He furthered his training in Energetic Touch and received his yoga training from Deep Yoga, Radiant Child Yoga Program, and SRF-YSS organization international. Steven has synergistically incorporated all of his understanding together to best serve his clients.

Steven Lewis currently lives in Northern California with his two children and nature.



# WELLNESS UNIVERSITY™

Healthy organizations are leading their industries.  
Wellness University™ is a college level course used to create  
a “Culture of Health” at organizations. It will inspire people to  
improve or maintain health, role model healthy behaviors  
and become wellness ambassadors.



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Second Edition (12/2020)

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