

## **Title: Skill-Building Course: Recharge**

**Description:** This course will assist a Whole Health Coach or other educator working with Veterans who would like to incorporate “Recharge: Sleep & Refresh” into their Personal Health Plans. It reviews six different “subtopics” related to this aspect of self-care. These are intended to give Veterans additional ideas, insights, and resources to support them on their Whole Health journey.

### **Objectives and Key Points**

- Define Recharge and how sleep, breaks, and “me time” contribute to good health
- Outline at least 10 tips for improving sleep, including Cognitive Behavioral Therapy for Insomnia (CBT-I)
- Learn and practice a mindful awareness exercise that can make it easier to fall asleep
- Explore which aspects of life deplete energy, and which ones bolster it
- Experience a demonstration of some simple recharge techniques (this might include tai chi, acupuncture, breathing exercises, or some other approach or combination of approaches)
- Identify local resources that can support Veterans with this aspect of self-care at a local level. This includes classes, professional care, and shared medical visits, as well as professionals who work with various aspects of Sleep Medicine
- Create with a partner a Personal Health Plan focused on one aspect of recharging

### **Sample Agenda (total time 60-80 minutes)**

- Introductions, discussion about what recharge is (5 minutes)
- The importance of recharging in its different forms (5-10 minutes)
- Tips for improving sleep (5-10 minutes)
- Mindful awareness for sleep (5-10 minutes)
- Taking breaks (5 minutes)
- Activity to explore where your energy goes, and where it comes from (10-15 minutes)
- Demo of ways to boost energy (5 minutes)
- Taking time for oneself, professional care options (5 minutes)
- Partner activity: Setting a Recharge goal, followed by large group sharing (15 minutes)
- Wrap up, questions, and evaluations

### **Preparation**

#### 1. Pre-Reading for Instructors

- *Passport to Whole Health*, Chapter 19. Recharge: Sleep & Refresh. Available at <https://wholehealth.wiscweb.wisc.edu/wp-content/uploads/sites/414/2018/09/Passport-to-Whole-Health-3rd-Edition-2018.pdf>. Pay particular attention to the research outlined in this chapter

- Might help to keep a listing of all your own different ideas for making one small change
- The Whole Health Education Website has a number of additional materials that are worth a look at <https://wholehealth.wisc.edu/overviews/recharge/>. Be sure to look over the Recharge overview and the related clinical tools. It can also help to be familiar with the “Workaholism” and “Media Fast” clinical tools, which are part of the Whole Health Library’s Surroundings module. Similarly, it can help to look at the “Give me a Break” tool in the Clinician Self-Care module

## 2. Prepare course materials and handouts

- You can do the demo, if you have some ideas, or invite someone in. Many options could work, ranging from doing some activating tai chi or other types of movement. Intense abdominal breathing (“dragon breath”), acupuncture, or a discussion about melatonin also have potential. If you can bring in someone with sleep expertise to talk about sleep medicine and their favorite tips and techniques, that would also work well
- Each participant should receive a copy of the Veteran Handout designed to accompany this course
- You may wish to provide some of the online Veteran handouts related to Recharge, available at <https://www.va.gov/PATIENTCENTEREDCARE/veteran-handouts/index.asp#recharge>
- It may be easiest to have handouts at participants’ seats when they arrive, or you can pass them around during the course, too. Review the handout in advance, so you can be ready for questions
- You will need sheets of paper and pencils/pens for the “Two Circle” activity
- Be sure to have an evaluation form ready to give them at the end as well. There is a general form available as part of the materials for this course

## 3. Set up AV and other equipment

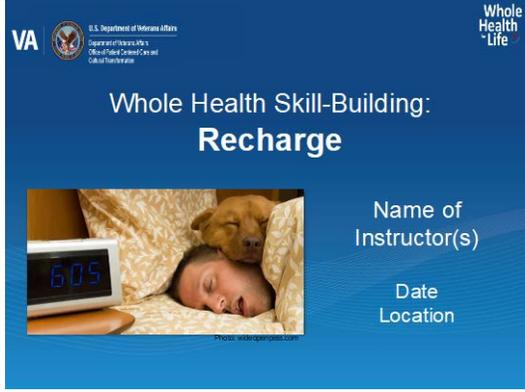
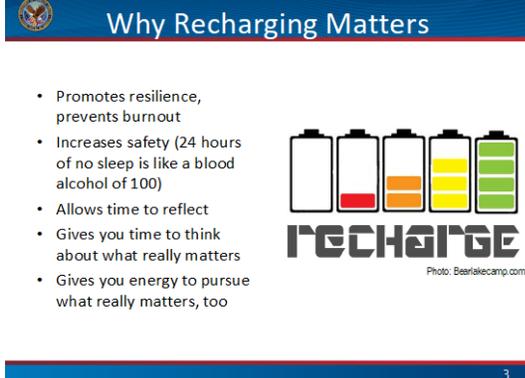
- Be prepared to share the PowerPoint slides related to this course. A guide to each of the individual slides is featured later in this document
- Connect with the AV support person at your site
- A flip chart and markers, or a dry erase board, may be helpful
- If you do not have a slide projector, you can simply take them through the Veteran handout after you give each person a copy. Alternatively, you can print out the slides and give them copies. Then, just take them through the slides, following the faculty guide

## 4. Identify local and other resources

- You should know where Cognitive Behavioral Therapy for Insomnia (CBT-I) is offered at our site, as well as whether or not there are sleep physicians and sleep psychologists on staff
- Add to the slide set (and/or the Veteran Handout) any local resources you want to share, including classes, group visits, and group therapy sessions available locally
- Develop your own list of additional favorite resources you find helpful



Slide-By-Slide Guide

	<ul style="list-style-type: none"> <li>• Change this slide to incorporate your name, as well as the date and location of the presentation</li> <li>• This is a good time to introduce yourself. Be sure to share your own title/role related to the VA and teaching</li> <li>• Might be worth it to have the participants do quick introductions as well, but be mindful of time</li> <li>• Take them briefly through the Veteran handout</li> <li>• Recharge is an important area of self-care that may or not be fully on people’s radar. A number of different ways to recharge will be discussed in this course</li> </ul>
	<ul style="list-style-type: none"> <li>• This is the list of learning objectives for the course. You can review these in detail, or go quickly over them to save time</li> <li>• As you move through, remember the subtitle for this circle is “Sleep and Refresh.” You’ll spend most of the time on sleep, but there is also material on other ways to recharge, such as breaks and vacations</li> <li>• The main message here is that you can’t give it if you don’t have it. Taking time for ourselves is also important. “Not doing” time is just as important, as all the time we spend “doing”</li> </ul>
	<ul style="list-style-type: none"> <li>• Discussion will fastest with large group, but could do it as a partner exercise too. Time will be tight for this module, so large group is may be easier</li> <li>• Read the quote as you feel appropriate. Rubin Naiman is a sleep specialist who teaches for University of Arizona Integrative Medicine</li> <li>• One thing to discuss is what it means to be refreshed, or to have enough energy. What does it look like?</li> <li>• Remind them that how far they go with each exercise and activity in this course is totally up to them</li> </ul>
	<ul style="list-style-type: none"> <li>• Take time with each of the items on the list</li> <li>• Reinforce the idea that you need to pause and be present before you can proceed with reaching a goal. That is, if you don’t take time to reflect, it is hard to know what matters to you, or to lay out your Mission/Aspiration/Purpose (MAP)</li> <li>• A blood alcohol level of 100 is also 0.1</li> <li>• Life is about finding that balance with doing and being. We are good at ‘doing’ to promote our health, but “not doing” (pausing) also matters.</li> </ul>

<p>stopping calming and resting are preconditions for healing</p> <p>Thich Nhat Hanh</p>	<ul style="list-style-type: none"> <li>• This quotation captures that idea well</li> <li>• Thich Nhat Hanh is a Cambodian meditation teacher</li> </ul>
<p> <b>Sleeping: Why It Matters</b></p> <ul style="list-style-type: none"> <li>• Sleeping helps you keep a healthy weight</li> <li>• You need sleep to lay down new memories</li> <li>• It allows brain to remove toxins and regenerate helpful chemicals</li> <li>• Good sleep is tied to fewer suicidal thoughts</li> </ul> <p>Photo: National Geographic.com</p> <p>5</p>	<ul style="list-style-type: none"> <li>• Sleep is different from being inactive (e.g., sleeping is not the same as being a couch potato), if it is not being done excessively. A lot happens with our body chemistry and our nervous systems when we sleep</li> </ul>
<p> <b>Sleeping: Why Bother?</b></p> <p>7-8 hours a night versus less than 5:</p> <ul style="list-style-type: none"> <li>• 40% less <b>obesity</b></li> <li>• 40% less <b>diabetes</b></li> <li>• 40% less risk of <b>cholesterol</b> problems</li> <li>• 60% lower risk of <b>stroke</b></li> <li>• 150% lower risk of <b>heart attack</b></li> <li>• Fewer <b>mental health</b> problems</li> </ul> <p>People who regularly get a good night's sleep have a 4 times <b>better survival rate</b></p> <p>Photo: babygaga.com</p> <p>6</p>	<ul style="list-style-type: none"> <li>• This information (from the <i>Passport</i>) emphasizes the importance of sleep</li> <li>• These are just a few examples of how sleep and health issues are linked</li> </ul>
<p> <b>Other Types of Breaks: Why?</b></p> <ul style="list-style-type: none"> <li>• Low physical activity level (sedentary time) is tied to more health concerns</li> <li>• Workaholism also causes problems</li> <li>• Vacations can be beneficial</li> <li>• Taking time for you matters</li> </ul> <p>Photo: thefit.com</p> <p>7</p>	<ul style="list-style-type: none"> <li>• There is a motto out there, “Sitting is the new smoking” that people often use related to low activity levels and risk. Based on feedback from people with movement limitations, it is probably best to say “Inactivity is the new smoking” instead</li> <li>• People can get caught up with working as with other “addictions” – might make it hard for them to take pauses</li> <li>• The research on vacations indicates they are restorative, but that the effects wear off quickly, especially if you worry about work/home when you are away, or if you have a lot of stress to return to</li> </ul>

<p> <b>Discussion – How You Recharge</b> Answer these questions, as you wish...</p> <p>Discuss any or all of these with a partner</p> <ul style="list-style-type: none"> <li>• How is your sleep?</li> <li>• What helps you sleep better?</li> <li>• What gives you energy?</li> <li>• Do you take breaks? Vacations? Stay-cations?</li> <li>• How much spare time do you have in a day, and how do you use that time?</li> </ul>	<ul style="list-style-type: none"> <li>• Give them time to reflect – ask people to share their answers to some or all of the questions, as they choose</li> <li>• Give each person a few minutes, then have them switch. They can frame it as a dialog if they would rather</li> <li>• Can do a survey of the group of how much spare time they have</li> </ul>
<p><b>Zeroing in on Options</b></p> 	<ul style="list-style-type: none"> <li>• This circle summarizes some general topics that can guide Veterans when they include Recharge as part of their Personal Health Plans</li> <li>• Read the name of each circle. They will be covered one at a time going clockwise</li> <li>• There is some overlap between the different topics</li> </ul>
	<ul style="list-style-type: none"> <li>• Our first circle focuses on sleep. 30% of Americans have chronic insomnia</li> <li>• In the military, you learn to sleep anywhere, but that doesn't mean you sleep well as a Veteran</li> <li>• Healthy sleep involves falling asleep, staying asleep, and also how restful your sleep is</li> <li>• Medications are not a focus for this course, but it is probably best to use them only as a short-term fix, if possible. For many medications, it isn't clear that the sleep they give you is "good sleep." (It is worth talking to your provider about if you have questions)</li> </ul>

### Tips for Improving Sleep

- Address sleep disorders and other health issues
  - Sleep apnea
  - Restless legs
  - Reflux
  - Allergies
  - Heart failure
  - Thyroid
  - Depression and anxiety
  - PTSD
  - Bladder and prostate

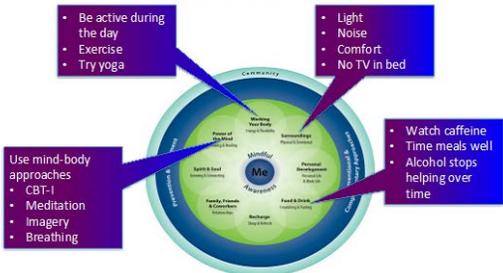


Photo: medicalinfo.com

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- While presenting, you don't need to spend a lot of time on any one of these, goal is just to bring them to people's awareness
- Sleep apnea is associated with severe snoring and waking up over and over again (even if you don't remember it). Others might notice you do this
- Some people have problems with their legs (or arms) moving a lot at night or being uncomfortable
- High thyroid = more awake. Low thyroid = fatigued
- Both depression and anxiety interfere with sleep
- PTSD can bring nightmares. There are ways to work with those – meds and especially mind-body approaches. Good to ask for help with this
- An enlarged prostate lead to more of a need to urinate at night and can disrupt sleep

### Improving Sleep: Other Self-Care Circles



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- Sleep is a great example of how all the different elements of self-care are connected to each other
- Take a little time to cover each item in the purple callout boxes
- CBT-I is Cognitive Behavioral Therapy for Insomnia
- The physical activity and nutrition rec's are pretty self-explanatory.
- People initially get a relaxing effect from alcohol (plus related problems) but the help it can give with sleeping goes away over time

### Cognitive Behavioral Therapy for Insomnia (CBT-I)

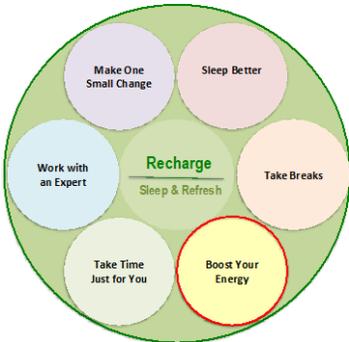


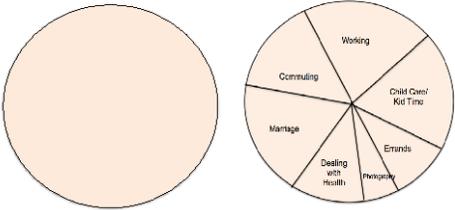
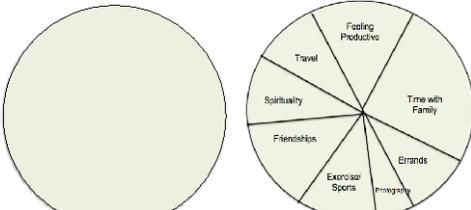
Work with an expert at the VA.  
Use the app.  
Or, do both.

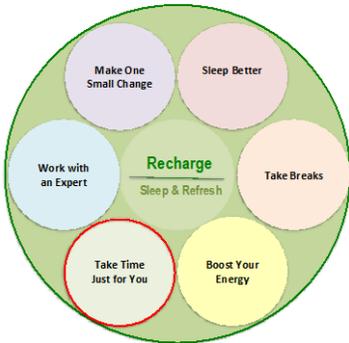
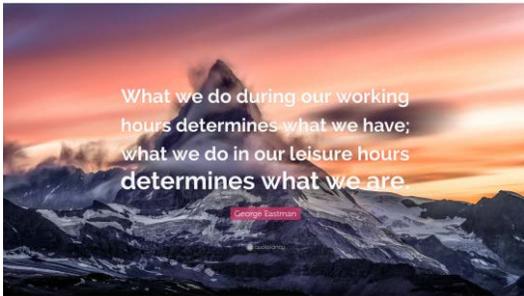
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- CBT-I involves noticing your thoughts behavior patterns related to sleep and making changes
- It is available in many VA's (see if it is available in yours)
- The app featured in this slide can be a helpful way to explore this therapy as well

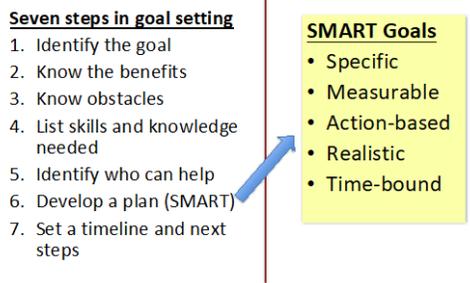
<p> <b>Sleep Tips – Sleep “Hygiene”</b></p> <ul style="list-style-type: none"> <li>• Includes all the good habits that help you sleep better</li> <li>• Get up and go to sleep at the same times each night</li> <li>• Don’t watch TV or read in bed</li> <li>• Consider sleep masks and good curtains</li> <li>• Use white noise, ear plugs</li> <li>• Use blue light filters</li> <li>• Be strategic with naps</li> </ul>	<ul style="list-style-type: none"> <li>• Sleep hygiene is an important part of CBT-I</li> <li>• These are just some of the suggestions that are linked to sleep hygiene</li> <li>• Blue light filters shift the spectrum of light from a screen from a computer or tablet so that it isn’t as likely to make a person more awake</li> <li>• Naps can be good, if consistent each day and brief (e.g., a 20 minute siesta) but they shouldn’t make it so a person can’t fall asleep at night</li> </ul>
<p> <b>Mindful Awareness- Working with Falling Asleep</b></p> <ul style="list-style-type: none"> <li>• There are many ways to use mindful awareness to help sleep</li> <li>• Noticing your thoughts and emotions can help you learn to sleep better</li> <li>• Give this a try – we’ll make sure you don’t sleep through the rest of this course!</li> </ul>  <p style="text-align: right; font-size: small;">Photo: jogjournal.com</p>	<ul style="list-style-type: none"> <li>• Any mind-body practice that helps you relax might be helpful with sleep</li> <li>• You can read the script provided with the materials for this course. It is just one example</li> <li>• The goal isn’t to put them to sleep but to give them a sampling of how they might relax</li> </ul>
	<ul style="list-style-type: none"> <li>• Taking breaks is another way to recharge.</li> <li>• This can include short breaks, like changing from one activity at work to another, or moving when we have been sitting a lot, or sitting when we have been moving a lot.</li> <li>• It can also involve longer breaks, like vacations, or even just getting away from a source of stress for a while (as we’ll discuss later with media fasts)</li> <li>• Some of this applies most to people who have a job outside the home, but a lot of it applies to everyone</li> </ul>
<p> <b>Not moving is risky</b></p> <ul style="list-style-type: none"> <li>• People who watch 0-1 hours of TV a week are half as likely to get diabetes or be obese as people who watch &gt;40 hours a week</li> <li>• How much time you are inactive each day is a risk factor for heart attacks, <i>above and beyond</i> how much you exercise</li> <li>• Move however you can during the day!</li> </ul>  <p style="text-align: right; font-size: small;">Photo: moneywise.ca</p> <p style="font-size: x-small;">Katzmarzyk, Diabetes, 2010;59:2717-25.</p>	<ul style="list-style-type: none"> <li>• Again, better to focus the on inactivity, and not mention ‘sitting’ per se, given that some people have mobility issues. Avoid the catchphrase, “Sitting is the new smoking” because again, not really helpful to hear if you are in a wheelchair</li> </ul>

<p><b>Vacations help some</b></p> <ul style="list-style-type: none"> <li>• Vacations can indeed be relaxing, AND</li> <li>• Vacations can also be stressful             <ul style="list-style-type: none"> <li>– Work tries to come with you</li> </ul> </li> <li>• You can come back refreshed, AND</li> <li>• Benefits go away fast if you return to your daily stress</li> </ul>  <p><small>Photo: Shutterstock.com</small></p> <p><small>Katzmarzyk, Diabetes, 2010:59:2717-25.</small></p>	<ul style="list-style-type: none"> <li>• How many times have you had break time, vacation time, or other time off but couldn't really escape work?</li> <li>• Do you ever feel like your vacation can be less good because you are thinking about what awaits when you get home?</li> <li>• Nevertheless, taking a vacation can be an important part of your Personal Health Plan</li> </ul>
<p><b>Taking Breaks: Tips</b></p> <ul style="list-style-type: none"> <li>• Build breaks into your daily schedule             <ul style="list-style-type: none"> <li>– Take 5 minutes for every 30 minutes you work</li> <li>– Larger break of 15 minutes per half day</li> <li>– Take lunch/meal break</li> <li>– Go somewhere else for break – mix it up</li> </ul> </li> <li>• Get a standing workstation</li> <li>• Have a plan for how you will use your break time</li> <li>• Use vacation time if you have it</li> </ul>  <p><small>Photo: Shutterstock.com</small></p> <p>19</p>	<ul style="list-style-type: none"> <li>• Some general tips. Spend time on each bullet point</li> </ul>
<p><b>Another Type of Break: Media Fasts</b></p>  <p><small>Photo: unchmovement.com</small></p> <ul style="list-style-type: none"> <li>• Half of all adults in the US report that the news stresses them out</li> <li>• Take a period of time (days, weeks) to unplug</li> <li>• No news, no TV, no other electronics</li> <li>• What do you think? Doable?</li> </ul> <p>20</p>	<ul style="list-style-type: none"> <li>• Half of the people in the US say the news causes them stress, often with anxiety, fatigue, or sleep loss</li> <li>• 1 in 10 adults checks the news every hour</li> <li>• 1 in 5 adults is constantly monitoring social media</li> <li>• It can feel like an addiction</li> </ul>
	<ul style="list-style-type: none"> <li>• Over 75% of people who go to see their doctor report they have fatigue</li> <li>• Fatigue can mean being sleepy, or it can mean finding it hard to move your body. For some, it is how depression or difficult moods present</li> <li>• The key is to understand what energizes and de-energizes you</li> </ul>

<p style="text-align: center;">Try it out!</p> <h2 style="text-align: center;">An Activity</h2> <p style="text-align: right;">22</p>	<ul style="list-style-type: none"> <li>• Note: The activity in the next two slides can be removed from the course as time limits require</li> <li>• This is an exercise developed at University of Wisconsin, to help people gain more insight into their vitality, or energy level</li> <li>• You just need a piece of paper and a pen to do it</li> <li>• On the paper, you draw two circles</li> </ul>
<p style="text-align: center;">Where does your energy go?</p> <div style="text-align: center;">  <p>Example: Joe</p> </div> <p style="text-align: right;">23</p>	<p>Read these instructions:</p> <ul style="list-style-type: none"> <li>• In the first circle, you are going to create a pie graph. Assume the circle is all the energy you have to spend in a day.</li> <li>• <b>Divide the circle up to show how much of your total energy is spent on different things.</b></li> <li>• Label each section, like is shown in Joe's example</li> </ul>
<p style="text-align: center;">What charges you back up?</p> <div style="text-align: center;">  <p>Example: Joe</p> </div> <p style="text-align: right;">24</p>	<p>Read these instructions:</p> <ul style="list-style-type: none"> <li>• In the second circle, you are going to create another pie graph.</li> <li>• This circle also represents all the energy you have to spend in a day.</li> <li>• <b>This time, divide the circle up to show how much different things GIVE you energy.</b></li> <li>• Label each section, like is shown in Joe's example</li> </ul>
<p style="text-align: center;">What did you notice?</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> <li>• Encourage people to share what they noticed. You can ask some of the following questions             <ul style="list-style-type: none"> <li>○ Was there anything you were surprised about, as far as where your energy goes and where it comes from?</li> <li>○ What (and who) boosts your energy?</li> <li>○ What takes energy away? Can you prevent that?</li> <li>○ Is there any way to make the circle bigger? That is, can you increase how much energy you can hold?</li> </ul> </li> </ul>

<p>Try it out!</p> <h2>Demonstration</h2> <p>26</p>	<ul style="list-style-type: none"> <li>• This space is left open to demo other ways to boost energy. You may or may not bring in someone else to help</li> <li>• Options you can consider:             <ul style="list-style-type: none"> <li>○ Stretching or activating tai chi</li> <li>○ Intense abdominal breathing (“dragon breath”)</li> <li>○ Acupressure or other complementary approaches</li> <li>○ Bring in someone with sleep expertise to talk about sleep medicine and their favorite tips and techniques to boost energy</li> <li>○ Laughter yoga</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• For some people, this will be the most challenging of all the circles to think about with recharge</li> <li>• Our culture is sometimes critical of taking time – some people see that as selfish</li> <li>• Even what we already talked about – vacations, breaks during the work day, or getting 7-8 hours of sleep a night, can be considered self-indulgent or ‘lazy.’</li> <li>• Encourage them to pay attention to how they feel about these suggestions</li> </ul>
<p>Why is time for ourselves important?</p> 	<ul style="list-style-type: none"> <li>• We can take another perspective.</li> <li>• Read the quotation in the slide</li> <li>• George Eastman was the man who founded Kodak</li> </ul>
<p>Taking Time for You – Thoughts?</p> <ul style="list-style-type: none"> <li>• Many people who serve or care for others do not have this on their mind</li> <li>• It's like oxygen masks on a plane</li> <li>• Possible options             <ul style="list-style-type: none"> <li>– Respite care</li> <li>– 20 minutes a day (Less? More?)</li> <li>– May mean hiding a bit</li> </ul> </li> </ul>  <p>Photo: trueactivist.com</p> <p>29</p>	<ul style="list-style-type: none"> <li>• Time for yourself is vital, like putting the oxygen mask in the airplane on yourself, so that you will be able to help others with theirs</li> <li>• Even just a few minutes a day may be hard for many people</li> <li>• How does military training affect views about this?</li> <li>• Ask where they could go for a little uninterrupted time?</li> </ul>

	<ul style="list-style-type: none"> <li>• And getting support and help from others is always an option</li> <li>• Ask the group, “Who are some experts you could talk to when it comes to Recharge?” Have them make a list. You can write it on a flip chart or dry erase board</li> </ul>
<p><b>Recharging: Professional Care</b></p>	<ul style="list-style-type: none"> <li>• Here are some of the ways professional care might fit in when it comes to Recharge</li> <li>• Review each box</li> <li>• Helps to know sleep specialists at your local site</li> <li>• We mentioned some of the various health problems that can affect energy levels earlier</li> <li>• Acupuncture shows promise in large reviews</li> <li>• Light therapy – e.g., sitting in front of a light box for 30 minutes a few times a day, can help energy levels for some, especially in winter. Can boost mood too</li> <li>• It is best, if possible, to think of medications for the short term. They are stopgaps until the other options we have discussed have time to kick in</li> <li>• Melatonin is on the formulary. It is a hormone that helps with sleep. It is especially helpful with jet lag and trouble sleeping with shift work, but it can help some people more generally. Talk with your provider</li> </ul>
	<ul style="list-style-type: none"> <li>• And finally, we come to the last circle. Anything is fair game here – options we have discussed so far, or others we haven't</li> </ul>

 <h3 style="text-align: center;">Set a Goal!</h3> <h4 style="text-align: center;">Make One Small Change</h4> <p>All the topics we have talked about can guide you</p> <ul style="list-style-type: none"> <li>• Improve sleep</li> <li>• Take breaks</li> <li>• Take a vacation</li> <li>• Add what energizes you</li> <li>• Remove things that tap your energy too much</li> <li>• Take some “me time”</li> <li>• Work with a sleep expert</li> </ul> <p>There are many small changes you can make. Examples:</p> <ul style="list-style-type: none"> <li>• Take one sleep hygiene step – e.g., ear plugs</li> <li>• Set aside a few minutes each day to pause</li> <li>• Set an alarm to remind you to take breaks</li> <li>• See how exercise and activity affect your energy</li> </ul> <p style="text-align: right;">33</p>	<ul style="list-style-type: none"> <li>• Ask them if they have other thoughts, beyond those that have already been discussed</li> <li>• You can read all the items on this list, or just let them read them silently (not everyone can read well), or highlight a few of your favorites</li> </ul>
 <h3 style="text-align: center;">Your Turn</h3> <ul style="list-style-type: none"> <li>• Work with a partner</li> <li>• Take turns</li> <li>• Come up with a personal goal related to Recharge for your Personal Health Plan</li> <li>• You will be invited to share yours with the group, if you wish</li> </ul> <p style="text-align: right;">34</p>	<ul style="list-style-type: none"> <li>• The temptation is always to spend more time on lecture and less on experiential activities or skill-building. Give this last exercise at least 15 minutes</li> <li>• Some people may be hesitant, but encourage them to work with someone else if at all possible. If not, they can still set a goal on their own, and you can check in with them while others are working in pairs</li> <li>• If there are an odd number of people, you can always jump into the mix and pair with someone yourself</li> <li>• Be sure to set a timer to remind them to switch who is doing the talking/planning halfway through the time</li> <li>• Take time for a large group discussion, and invite people to share</li> <li>• *Be sure to focus on accountability. How can they check in with their partner (text, coffee, email, etc.)? When? Can you as the instructor check in with them at some point? Be sure to talk about their next steps with all of this work</li> </ul>
 <h3 style="text-align: center;">Setting Goals</h3> <p><b>Seven steps in goal setting</b></p> <ol style="list-style-type: none"> <li>1. Identify the goal</li> <li>2. Know the benefits</li> <li>3. Know obstacles</li> <li>4. List skills and knowledge needed</li> <li>5. Identify who can help</li> <li>6. Develop a plan (SMART)</li> <li>7. Set a timeline and next steps</li> </ol> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; margin-top: 10px;"> <p><b>SMART Goals</b></p> <ul style="list-style-type: none"> <li>• Specific</li> <li>• Measurable</li> <li>• Action-based</li> <li>• Realistic</li> <li>• Time-bound</li> </ul> </div> <p style="text-align: right;">35</p>	<ul style="list-style-type: none"> <li>• You can leave this slide up while they are talking to their partner. It can help them create stronger goals</li> <li>• Up to you if you want to read through it or simply have them read to themselves</li> <li>• You can also choose to hide this slide, if preferred</li> </ul>

<p> <b>Recharge:</b> <b>Summing Up</b></p> <ol style="list-style-type: none"><li>1. Start by asking: What do I want to have the energy to do in the first place? What really matters?</li><li>2. There are many options. Pick one and get started</li><li>3. All worth considering: Better sleep, breaks, vacations, "me time"</li><li>4. Ask for help if you need it</li><li>5. Take one (small) step at a time</li></ol> <p>36</p>	<ul style="list-style-type: none"><li>• Feel free to modify this based on which points you chose to emphasize</li></ul>
<p> <b>Thanks!</b></p>  <p>37</p>	<ul style="list-style-type: none"><li>• As you finish, be sure to leave time for questions and comments</li><li>• You can have them fill out the eval form that is part of the materials for this course</li></ul>