

The Clover Cat Way to Wellness: Introductory

Welcome
to the Clover Cat
Way to Wellness
Introductory Level.



*18 U.S.C. 707

Welcome to the Clover Cat Way to Wellness. Have you heard of wellness? Wellness involves several pieces that can help you be healthier.

What Does Wellness Mean to You?

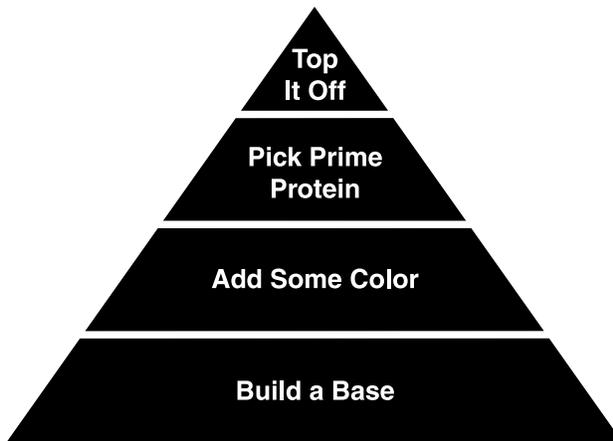
- Freedom from disease.
- Feeling good.
- Improving health.
- Keeping in shape.
- Being stress free.
- Being your best.

The Clover Cat Way to Wellness is a personal approach to better health for Kentuckians. It is designed to help you find better ways to take care of yourself and your community. The program will show you how to take steps to improve your diet, your activity level, and your well-being. The Clover Cat Way to Wellness includes three main areas called CATSkills.

The CATSkills are:

- Choose foods for a healthy diet.
- Activate your life.
- Take time to be well.

So, how can you find the way to wellness that is right for you? This program will help you learn about CATSkills and how you *can* take steps to improve your health.



**Clover Cat Way to Wellness:
Choose Foods for a
Healthy Diet**

Did you know that the foods you choose to eat can help make you a healthy person? How you eat can affect the way you look and feel. A balanced diet, including everything you eat and drink, is important for good posture, shiny hair, healthy skin, and strong bones and teeth. Healthy food gives us mental and physical energy to perform well in school and sports. The best way to follow a balanced diet is to eat a variety of foods, and it's easy when you use Pyramid Power. The Food Guide Pyramid tells us what kinds of foods and how many servings of each food group we need to eat each day. Nutrients ("noo-tree-ents") are substances found in food that are important for normal health, energy, and growth. Not every food or every food group contains all the essential nutrients. By choosing foods from each group, you can try new foods and new tastes while staying healthy and getting all the nutrients your body needs. The Food Guide Pyramid has six food groups, but we will reduce that number to four to make things easier.

Build a Base

Foods from the base of the pyramid should be the biggest part of your diet because they provide lots of energy for your mind and body. Do you enjoy cereal and waffles for breakfast? How about toast?

Pizza, burritos, and spaghetti are great base foods. Try to eat six to 11 servings of base foods each day. Chances are, these are some of your favorite foods. Build a base of good grain foods to give you energy, nutrients, and fiber.

***What Is a
"Build a Base" Serving?***

- One slice of bread or half a hamburger bun. (So, a sandwich counts as two servings.)
- 1/2 cup of cooked pasta or rice.
- 3/4 cup of breakfast cereal.
- 4 crackers.
- 1 4-inch pancake.
- 1 6-inch tortilla.
- half a bagel or English muffin.



Add Some Color

Adding color to your diet means eating plenty of fruits and vegetables. Five-a-Day should be your motto because fruits and vegetables are packed with nutrients and can protect against future diseases. Try to consume a few different colors each day to equal five servings. Eat a red tomato, a green salad, an orange carrot, and a yellow banana and drink a glass of orange juice. Color is the spice of life. Who wants a dull, boring meal when adding color is so healthy, tasty, and easy?

What Is an “Add Some Color” Serving?

- Half a banana or grapefruit.
- A medium apple, orange, or peach.
- 1 cup of strawberries.
- 3/4 cup of 100 percent juice.
- 1 cup raw, leafy vegetables (spinach, cabbage, lettuce).
- 1/2 cup cooked vegetables (broccoli, carrots, cauliflower).

Pick Prime Protein

Proteins are nutrients that help our bodies build, repair, and maintain body cells and tissues. Tissues such as your skin, hair, and muscles and organs such as your heart are made of proteins. Young people need protein to help their bodies grow and develop. Picking prime protein means looking for lean or low-fat choices of meat or meat substitutes and milk and dairy products, such as cheese and yogurt.

Turkey breast, lean steak, and lean pork are healthy meat sources of protein. Healthy meat substitutes are peanut butter, beans, and soy. Low-fat or skim milk and cheese are great dairy sources of prime

protein. Aim for two to four dairy servings and two servings of meat or meat substitutes each day.

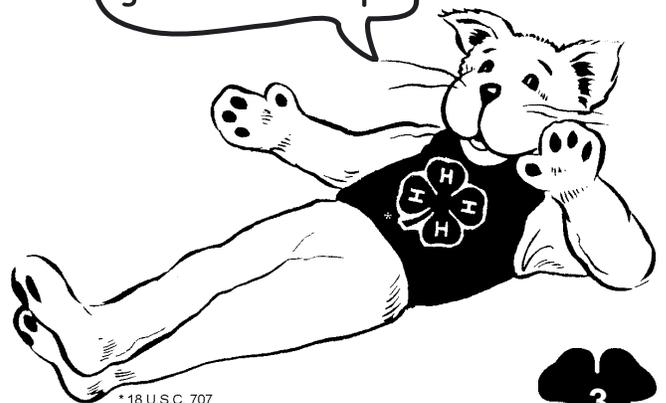
What Is a “Prime Protein” Serving?

- 1 cup of skim milk or yogurt.
- 1 to 2 ounces of low-fat cheese.
- 2 to 3 ounces of lean meat, poultry, or fish (the size of a deck of cards).
- 4 ounces of soy.
- 1 egg.
- 1/2 cup of cooked beans or lentils.

Top It Off

Eating with Pyramid Power means making healthy diet choices by building a base, adding some color, and picking prime protein. Try to add flavor and “top it off” without extra calories. Too much fat or sugar is bad for your health, but a treat now and then is fine. Just don’t overdo it. The only guideline for this group is to keep your fat and sugar intake low. Try to avoid soda and candy, which are loaded with sugar, and fast foods and chips, which are loaded with fat. Your body will thank you for it.

Protein helps your body
grow and develop.

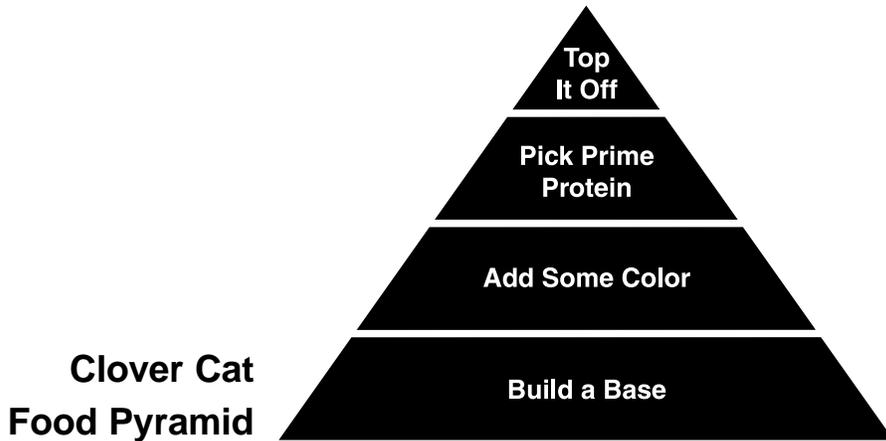


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Introductory



The Clover Cat Way to Wellness: Choose Foods for a Healthy Diet



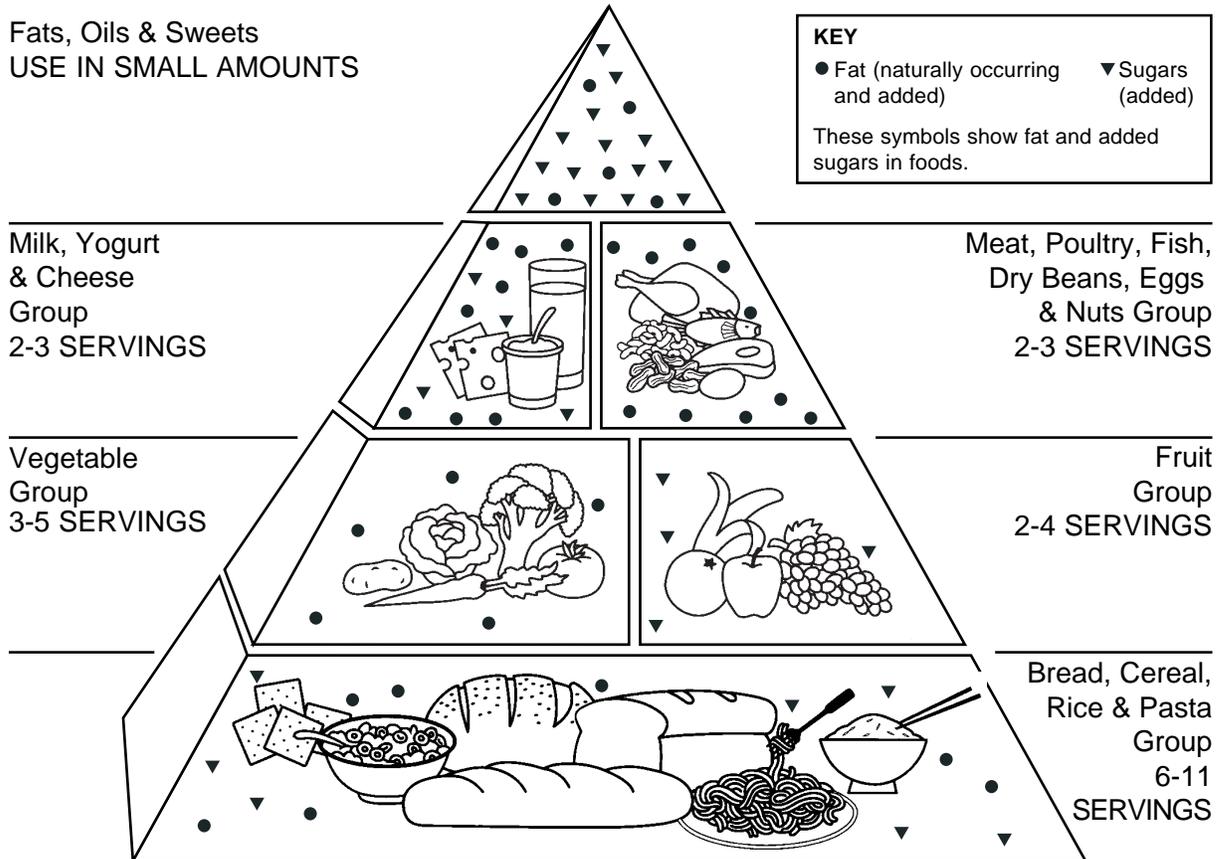
U.S.D.A. Food Guide Pyramid
 United States Department of Agriculture

Fats, Oils & Sweets
 USE IN SMALL AMOUNTS

KEY

● Fat (naturally occurring and added) ▼ Sugars (added)

These symbols show fat and added sugars in foods.



The Clover Cat Way to Wellness: Choose Foods for a Healthy Diet

Activity

The Clover Cat food pyramid has four levels. The USDA Food Guide Pyramid has six food groups. Find out how these two pyramids are related.

1. Name the six food groups in the USDA Food Guide Pyramid.

- a)
- b)
- c)
- d)
- e)
- f)

2. Name the four levels of the Clover Cat food pyramid.

- a)
- b)
- c)
- d)

3. Do the two pyramids recommend eating the same foods?

4. Which pyramid is easier for you to understand?

Both pyramids recommend the same balanced diet. Some people find a simpler, four-level pyramid easier to understand. Some people find a more detailed six-group pyramid easier to use. One of the ways to succeed at choosing foods for a healthy diet is to find the approach that works best for you!



The Clover Cat Way to Wellness: Choose Foods for a Healthy Diet

Activity

Fill out the Personal Pyramid Profile for yesterday. How do you stack up against the Food Guide Pyramid?

Get into groups of three to four and make up a balanced meal that would fit on the Clover Cat pyramid. What base foods do you like? How can you add some color? Pick some prime protein and top it off. Compare and contrast each group's menu and discuss with the class.

Resources

<www.usda.gov>.

<<http://www.usda.gov/cnpp/pyramid.htm>>.

Personal Pyramid Profile

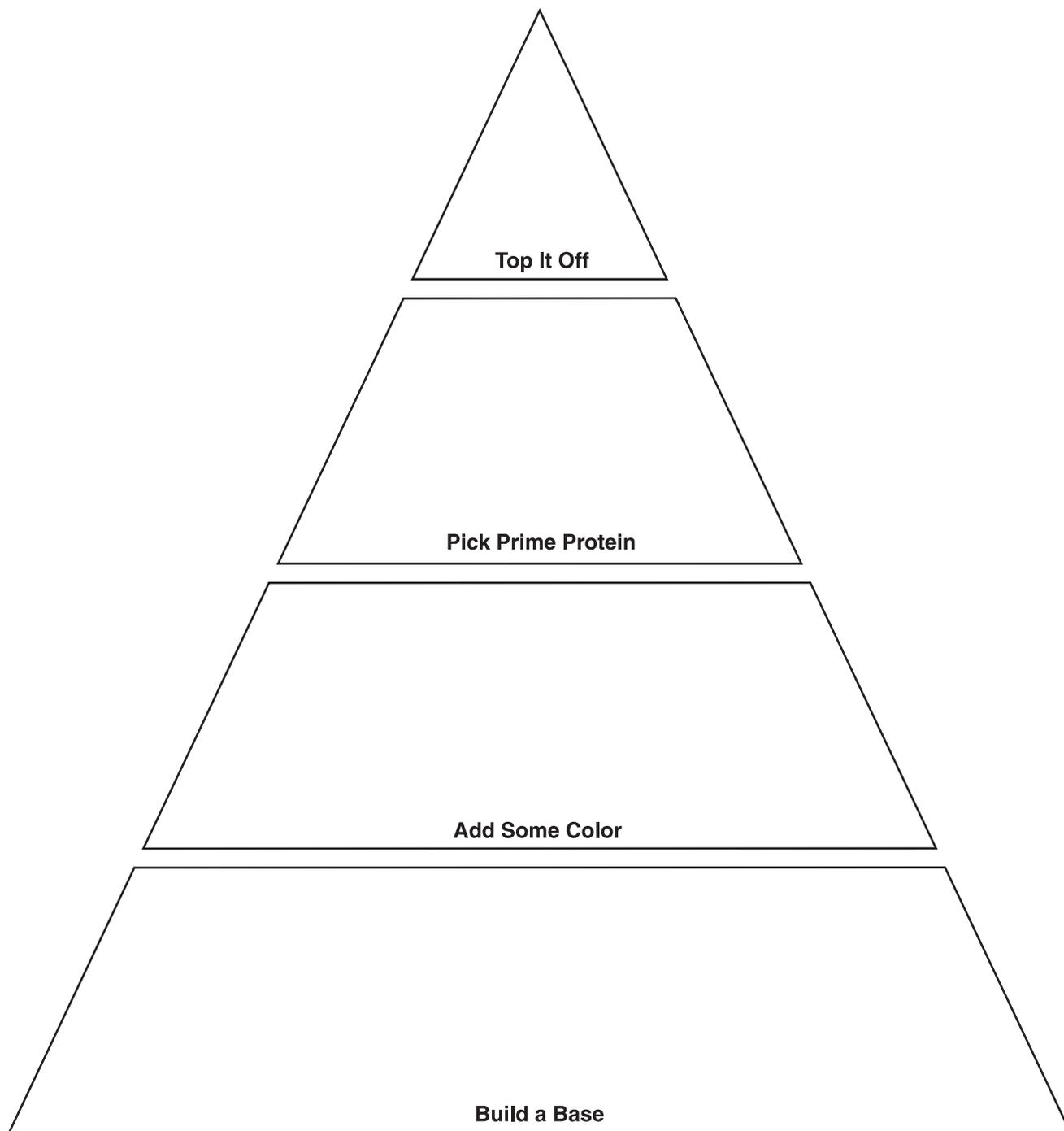
What do you eat?

1. Think about yesterday. What did you eat in the morning? What did you drink?
2. What did you eat and drink for your midday meal?
3. What did you eat and drink for your evening meal?
4. Write down any other food or beverages that you had, such as snacks.
5. Now, write down the foods you ate yesterday in the correct sections of the pyramid.

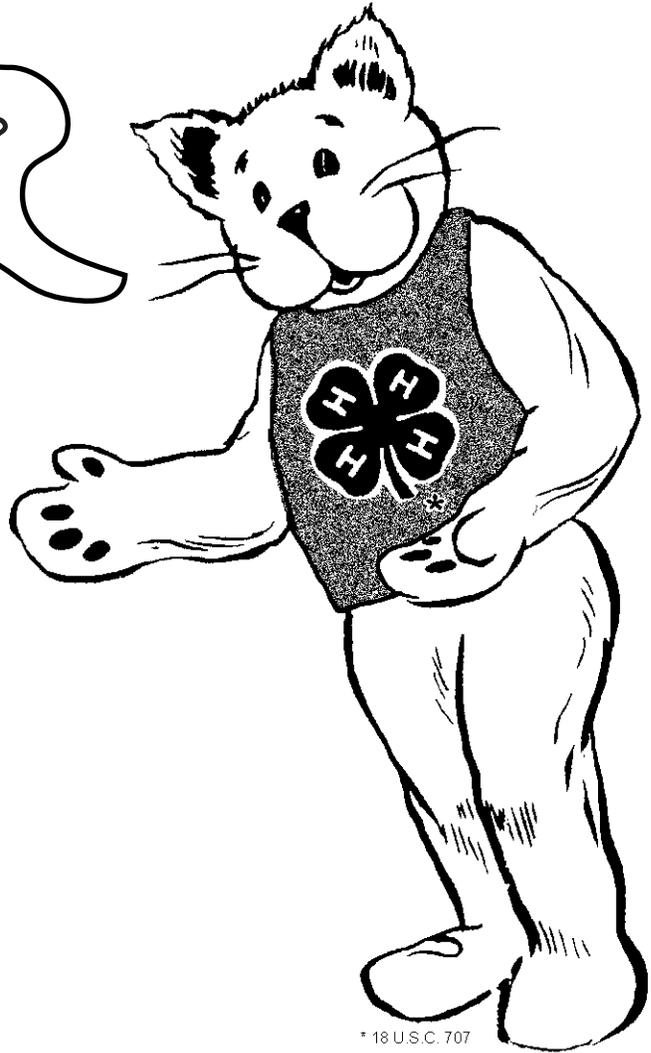


The Clover Cat Way to Wellness: Choose Foods for a Healthy Diet

CLOVER CAT PERSONAL PYRAMID PROFILE
"What do you eat?"



How can you help your parents shop with Pyramid Power? It's easy! Just take it outside—to the outside lanes in the grocery store, that is.



Supermarket Shuffle

Have you ever visited the grocery store with your parents? If you have, then you know how confusing it can be. Supermarkets offer so many choices and products, from cookies and crackers to snack cakes and soda. Grocery stores often place “impulse” items, such as cookies, crackers, and soda, at eye level to get your attention. An impulse item is something that we buy without thinking about or planning on. These products are often expensive and loaded with sugar, fat, and salt. Impulse items make choosing the right foods tough when you’re trying to eat with Pyramid Power.

How can you help your parents shop with Pyramid Power? It’s easy! Just take it outside—to the outside lanes in the grocery store, that is. You can find lots of healthy choices in the inside lanes, such as pasta, rice, cereals, and canned and frozen fruits and vegetables. But most Pyramid choices can be found in the outside lanes. Milk, cheese, yogurt and other dairy products, eggs and fresh cuts of meat, bread, and

fruits and vegetables are usually stocked in the outside lanes of supermarkets. Try to encourage your parents to visit the middle lanes only for Pyramid foods that are found there or for a treat every now and then. Staying out of the middle lanes can save money and help your family eat healthier.

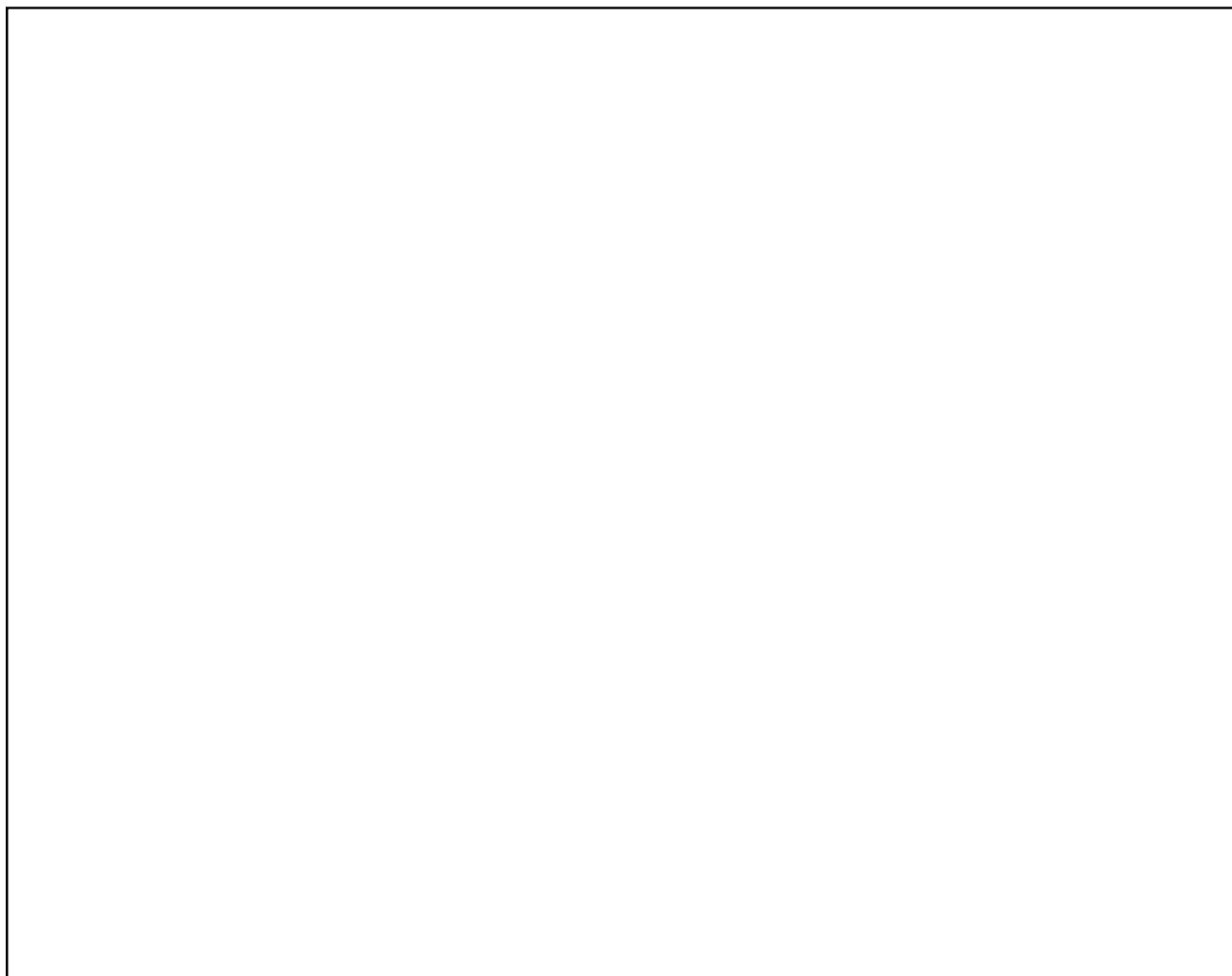
The Clover Cat Way to Wellness: Choose Foods for a Healthy Diet

Activity

Think about where your family shops for groceries. Do you go to Kroger, Wal-Mart, Sav-A-Lot, or another store? Draw a simple map of the store where your family shops. Think about how the different foods are arranged. You do not have to remember all the aisles but just draw a basic map.

Get into groups of three to four and label your store map where the healthy pyramid foods are. Where are the base foods, such as bread, rice, and pasta? Where do you find the colorful fruits and vegetables? Where are the prime proteins? What do you like to top it off?

Grocery Map



You Are What You Eat

Why do we eat what we eat? It's not a simple question. You may choose to eat—or not to eat—certain foods for a number of reasons. Some people eat only when they are hungry. Others eat when they are bored or lonely. Some people love olives, while others cannot stand the taste of them. We all know that eating is necessary for human life, to provide our bodies with the nutrients we need. But eating and food are involved in almost every part of our lives. Just think about it—movies and popcorn, birthdays and cake, family reunions and picnics, and holidays and special meals. We all have our likes and dislikes and eat for different reasons, but have you ever thought about what affects your food choices?

Personal Preference

Everyone is unique in the foods they like or dislike.

Ethnic or Cultural Background

People from different backgrounds tend to enjoy foods that are part of their culture. Some varieties include Mexican, Chinese, Indian, and Jamaican fare.

Your Family

We often like and enjoy the foods that our family eats.

Influence of Friends

You may tend to hang out with friends who like the same foods that you like. You can also experience new foods through friends and their families.

Advertisements

Television commercials often tempt us to try certain foods or drinks.

Religion

Many religions have a tradition of eating or not eating certain foods. For example, some faiths do not eat meat, and others forbid some foods on certain days.

Health

Many people choose low-fat and nutritious foods to stay fit and healthy. Can you think of anything else that influences the way you eat?



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The Clover Cat Way to Wellness: Choose Foods for a Healthy Diet

Activity

Get into small groups and discuss other factors that may influence eating habits. Each group should choose an ethnic group to discuss, such as Greek, Chinese, Mexican, Jewish, Indian, or another group that interests you. What do you know already about the food habits of this cultural group? Try to find out information about your assigned group and its food habits.

You can look at other Food Guide Pyramids by going to this USDA (United States Department of Agriculture) Web site for Food Pyramids: <<http://www.usda.gov/cnpp/pyramid.htm>>. Click on more Food Guide Pyramids to see many Food Guide Pyramids.

Prepare a short presentation, including information about food choices, typical meals, and how religion and other factors affect food choices. Discuss the similarities and differences with the class.



All about Nutrients

In Pyramid Power, you learned that nutrients help our bodies grow and repair themselves. We also learned about getting nutrients from a variety of foods in order to stay healthy and energized. When we consume food or drinks, nutrients are digested and absorbed into the bloodstream. The nutrients can then be used throughout the body to provide energy, aid in growth, heal wounds, and take part in other processes.

An interesting fact is that our bodies and food are made up of many of the same things, including nutrients. There are six different types of nutrients: carbohydrates, protein, fat, vitamins, minerals, and water. Three of the nutrients—carbohydrates, protein, and fat—provide our bodies with energy (calories). Water is the most important nutrient because we lose water through sweating, breathing, and other processes, and it must constantly be replaced. Our bodies are also made up of about 65 percent water. The final two nutrients, vitamins and minerals, do not provide energy but are important in many body processes.

Carbohydrates

Carbohydrates consist of carbon and water and are our most important source of energy. Most carbohydrates come from plants, such as fruits, vegetables, and grains. Dairy products are the only animal source of carbohydrates. Some carbohydrates contain fiber, which helps to keep our digestive system healthy. Fruits, vegetables, breads, rice, and cereals are great sources of carbohydrates.

Protein

Proteins can provide energy to our bodies, but their main job is to provide building blocks for growth and maintenance. Proteins are found throughout our bodies and are important parts of hair, skin, nails, organs, bones, teeth, and other structures. The word protein comes from the Greek word *proteios*, meaning “of prime importance.” Meat, dairy products, peanut butter, nuts and seeds, and beans are great sources of protein.

Fat

Fats are a great source of energy and contain essential fatty acids that are important for health and normal growth. Fat plays a number of roles in our bodies, including storing excess energy and insulating our vital organs.

Water

Water is involved in many body processes, including removing wastes, regulating body temperature, and carrying nutrients throughout the body. However, water provides no energy to our bodies.

Minerals

Minerals, such as zinc and calcium, regulate different processes throughout the body. Digestion of food, wound healing, and muscle movements are all regulated by various minerals. Minerals provide no energy to our bodies.

Vitamins

Vitamins also regulate many body processes and, like minerals, provide no energy. Certain vitamins, such as vitamin C, protect against cell damage. Vitamin A is important for good eyesight. Fruits, vegetables, and grains are great sources of vitamins. Vitamins play an important part in good health.

The Clover Cat Way to Wellness: Choose Foods for a Healthy Diet

Activity

Have students bring in a food label or wrapper with nutrition content information of their favorite snack to class. Divide students into groups and let each group examine the nutrition labels for calorie, sugar, protein, fat, vitamin, and mineral content. Compare the nutrition labels of healthy snacks, such as carrots, cheese, and yogurt, to the other labels. Let the students compare the nutrient content of their favorite snack to a healthy snack. Is your snack high in nutrients? How does it compare to a healthy snack? Discuss results with the class.

Look at your label.

1. What is a serving size?
2. How many calories are in a serving?
3. How many grams of fat are there?
4. How many grams of protein are there?
5. Does the snack have calcium? Other nutrients?
6. Where would this food fit into the Clover Cat Pyramid?





**Clover Cat Way to Wellness:
Activate Your Life**

Make Fitness a Way of Life

Did you know that physical activity tends to decrease as you get older? The biggest decline is often in the late teen and early adult years. Young people today have more activities to choose from than ever before, from television to computers to video games. Unfortunately, physical activity is often left out of the day. But it's easy to include daily activity in your life. Any activity is worthwhile, as long as it gets you moving. According to researchers, even light to moderate activity (gardening or going for a walk) can improve overall health and decrease your risk of disease. Best of all, studies show that active kids and teens will be active adults. What are you waiting for?

Tips for Daily Activity

- **Focus on the process, not the outcome.** Lifelong fitness is a journey. Don't worry about the outcome. Just concentrate on participating in a physical activity for 30 minutes on most days of the week.
- **Activity equals good health.** Active kids and teens tend to have lower blood pressure and higher HDL (good cholesterol) than those who are less active. People who are active tend to feel better about themselves.
- **Activity benefits everyone.** Not everyone can be the star quarterback or high-flying basketball standout. But everyone can benefit from regular exercise. Regular activity reduces your risk of heart disease, high blood pressure, and many forms of cancer. Exercise also improves self-esteem and mental health. It also builds strong bones.
- **Do what you like.** Any activity is a good activity. Organized sports, such as football, basketball, baseball, and soccer are great for staying in shape and learning how to be part of a team. But there are a number of great activities you can participate in alone or with your friends. Jump rope or take a walk. Do some push-ups and sit-ups. Roller blade or visit a skate park. Dance to your favorite music. Just get moving!
- **Fitness can be rewarding in more ways than one.** Physical activity is important for your physical and mental health. It can also provide a way to make money. Start your own neighborhood lawn-mowing service (walking, of course) or dog-walking service. Help your parents out in the garden or wash their cars. Complete your activity for the day and make a few bucks in the process.

The Clover Cat Way to Wellness: Activate Your Life

Activity

Divide into small groups. Each group should come up with three activities they enjoy (walking, dancing, tennis, biking, hiking, basketball, etc.). List how you can participate in these activities in your area. Can you do this at school? At a park? In your neighborhood? At your home? What could your community do to help people be more active? Let each group discuss the results with the rest of the class.

References

Ernst, M. P., Pangrazi, R. P., and Corbin C. B.
*Physical Education: Making a Transition
Towards Activity*. JOPERD, Nov-Dec 1998,
v69 i9 p29(4).

Move It or Lose It

Building strong muscles is not just for athletes anymore. Strong muscles, tendons, and bones are important for everyone at all ages. Strength training is a great workout and can help you build muscle mass and strength, but it can also help keep you trim and fit. How? Well, muscle is the body's best calorie burner. So the more muscle you have, the more calories you will burn each day. Strength training can also help reduce fat around your internal organs, such as the heart and liver, which you cannot see. This is important to help you maintain a healthy blood pressure and a low risk of heart disease.

In the past, many doctors thought that strength training for young adolescents and teens could stunt growth, but opinions have changed. As long as the weights are light, children as young as 8 years old can participate in strength training. What's great is that you can get all the positive health benefits by strength training two or three times a week for 20 minutes each session.

For proper instruction, consult your school's physical education teacher or sports coach. They can supervise your workout and teach you how to use weights and/or weight machines. You can also get a great workout at home using household items for resistance. Use canned goods as hand weights. Do some push-ups or pull-ups.

Tips for Working Out

- **Warm up.** Make sure that you warm up your body before beginning strength training. You could walk around the block, jog in place, or jump rope for five minutes.
 - **Take it easy.** If you are just beginning, start out with a light weight, something you can lift at least 12 times but no more than 20. Maybe you need to start out with a can of soup in each hand.
 - **Breathe in, breathe out.** Make sure that you breathe when lifting the weight. It seems crazy, but a lot of people forget to breathe while lifting a weight. Breathe in as you lower the weight and breathe out as you lift the weight.
 - **Can you spare one minute?** One minute is all it takes to build a muscle. Take three seconds to lift the weight and three seconds to lower the weight. If you lift the weight 12 times, that's 72 seconds.
 - **One set is all it takes.** Many studies have shown that just one set of an exercise builds muscle. What is a set? If you lift a weight 12 times, that is a set. Not so bad, huh? Complete one set of eight exercises for a great workout!
 - **Increase the weight as you get stronger.** After lifting that soup can for a few weeks, you will probably find that you are stronger and able to handle a heavier load. If that's the case, it's time to move up in weight. Put away the soup can and move up to a two-liter bottle of soda, or, if you are really strong, a gallon of milk. Just get it back into the fridge before it spoils and before you get in trouble!
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The Clover Cat Way to Wellness: Activate Your Life

Activity

Go to <www.netfit.co.uk/circuitmen.html> and choose four upper body exercises and four lower body exercises. Some good upper body exercises include the press-up, the biceps or arm curl, the overhead press or shoulder press, and the pull-up. You could include sit-ups or crunches with the lower body exercises. This site shows how to perform each exercise properly.

Divide the class into eight groups. Each group will be given a sheet with one resistance training exercise, including proper lifting instructions and an animated example. Have each group practice the exercise, using canned goods as hand weights when necessary. When each group is comfortable with performing the exercise properly, have them demonstrate it to the rest of the class. Each student will get a copy of each exercise and, thanks to the demonstrations, will become more familiar with how it is performed.

References

<<http://www.healthyideas.com>>.

Current Health 2 Nov 2000 v27 i3 p28.

Time 5 Mar, 2001 v157 i9 p81.





Clover Cat Way to Wellness: Time to Be Well

Leading a balanced life improves your sense of well-being. School, family, work, and fun should all be a part of life. But you should make time to activate your life, to learn to eat well, and to enjoy life.

Laughter Is the Best Medicine

Humor is likely a part of everyone's daily life. And for good reason. A good laugh takes us away from the stresses of the day and lets us enjoy the moment. The word humor is derived from the Greeks, who believed that physical and mental balance produced "good humor." Hearing a joke or reading a funny cartoon lifts your spirits and can pull you out of a bad mood. But did you know that humor can also improve your physical health?

Scientists have found that laughing affects most of the body's systems. It can increase your respiratory, or breathing, activity and your oxygen rate. This means your body can better deliver oxygen to where it is needed, making you feel more active and alert. Laughter increases muscle activity and heart rate and the release of

endorphins. Endorphins give us a natural feeling of well being. Our bodies release more endorphins when our senses experience something pleasant, like the sight of a newborn baby, the smell of good food, finishing a good workout, or laughing at a funny joke. This gives us a moment of joy and a break from stress, which can decrease endorphins. Laughter can put you on a path to better physical and mental health.

Tips to Help Your Mood

- **Cut out cartoons from the newspaper and post them in your locker or bedroom.** This will give you a quick "pick me up" between classes and after a hard day at school.
 - **Decorate your room with things you enjoy.** Hang posters of your favorite musician or athlete. Stuffed animals and humorous cards or stickers will liven up your room. Place a funny screen saver on your computer.
 - **Spend time with people with a good sense of humor.** If your friends and family can make you laugh, you are in great company.
 - **Spend time reading or watching funny material.** Read a funny novel or comic book. Watch a funny movie or television show.
 - **Don't forget to laugh at yourself.** Sometimes we take ourselves too seriously. There is nothing like a good joke to put things in perspective. Remember that a day with laughter is a good day!
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The Clover Cat Way to Wellness: Time to Be Well

Activity

Come up with five ways to add more laughter to your day. Answer the following questions:

1. Do I laugh at least once every day?
2. What do I find funny?
3. Do I tell jokes that may be offensive to others?
4. What makes me happy? Sports? A good movie? Spending time with my friends and family?

As a class, discuss ways to incorporate humor into your daily life and include your ideas. Listen to everyone else—they may have some good ideas that will work for you.

References

Mooney N. E. *The Therapeutic Use of Humor*. Orthopedic Nursing, May 2000, v19 i3 p88.



Read Any Good Books Lately?

How often do you take the time to read? In today's busy world, it seems that reading a book, comic, or short story is a thing of the past. Who wants to read when there are video games to play, e-mails to send, and television to watch? You do!

Reading is time away from the stresses of the world. Reading is time by yourself and with yourself. Do you ever read for enjoyment and not just because of a homework assignment? What are you interested in? Mystery and suspense? Romance? Sports? History or science? It's a sure bet that you can find a good book on a topic that interests you.

Reading is not just a form of entertainment; it's also education. Reading allows you to absorb information about the world around you and how it works. Reading improves your vocabulary and understanding of words and phrases, which help in future classes, work, and life. In a recent study, researchers showed that reading a newspaper or comic book exposed the reader to three times as many rare words. These texts also used fewer of the 5,000 most commonly used words compared to television and general conversation. So pick up a book and get going!

Tips for Reading Well

- **Check out the library.** The school or local library has hundreds of books you can read. If you are having trouble finding something, ask the librarian to help you. Tell the librarian the kinds of stories you like to read, and he or she can make suggestions. You can also ask friends, family members, and teachers about books they would recommend.
- **Find a nice, quiet spot to read.** It is hard to focus on your reading with a lot of distracting noise or the television turned on. Read in your bedroom or find a quiet place outside.
- **Get into the flow.** When you read something you enjoy, you get into a "flow." When you're in the flow, you slip into another world, and the world around you seems as if it doesn't exist. Reading a good story is like stepping into another universe.
- **Pick up a newspaper.** Your local newspaper is a great resource for finding out about local events, sports, entertainment, and current events. Newspapers also expose you to a variety of new words and viewpoints.
- **Make crossword puzzles a daily habit.** Completing crossword puzzles will expand your vocabulary and keep your mind sharp. They are also a great way to relax and entertain yourself.
- **Read something for enjoyment every day.** Try to read the newspaper every morning. Find a book you are interested in and read a chapter each day. Reading for pleasure will ease tension and provide a break from your busy day.

The Clover Cat Way to Wellness: Time to Be Well

Activity

Choose one topic from the list below. Write a short story about the topic for other readers to enjoy. Who would like to share their story? Listen to those who want to read their stories. Do you want to share your story? Learning to enjoy reading stories written by other people, as well as learning to enjoy writing yourself, can be a fun experience.

Potential Topics

Almost any topic would be fine. Write a fictional story if you want.

- My role model.
- My favorite thing to do.
- My idea of a perfect day.
- What I want to be.

References

<www.parentsoup.com>.



Too Much Time on My Hands

If you are like most people, you just don't seem to have enough hours in each day. You have to hurry to get ready for school on time. You run from class to class. You hurry to after-school activities. You try to complete your homework before your favorite television show, and then it's off to bed. You need help! You need better time management.

Good time management skills will help in all areas of your life, from school to sports to family and leisure activities. When you develop good time management skills, you will no longer be constantly late or rushed or forget that test tomorrow!

Time management involves setting priorities in your life and learning how to plan. Developing a set routine will allow you to stay on top of what needs to be done. Set a regular time to study in the evenings. Try to wake up at the same time each day. Schedule tasks and activities that you do not like first so you will not put them off. This will give you a sense of accomplishment. Managing your life will be easier when you can manage your time. Ask yourself the following questions.

- Do you always feel rushed?
- Do you leave tasks and chores incomplete?
- Do you feel as if you are working hard but not accomplishing much?
- Do you try to do several things at once?
- Do you have trouble deciding what to do next?

If you answered "yes" to more than one question, you need to develop better time management skills.

Tips for Time Management

- **Stay with a task until it is completed.** If time allows, always try to finish a job. It will ease your mind and allow you to focus on the next task at hand.
 - **Divide large jobs into a series of smaller jobs.** If a particular job is too tough or too time consuming to finish at one time, break it up into smaller jobs. Write the first page of that big paper on one day, and write a little more each day until it is finished.
 - **Avoid distractions.** Focus on the job at hand. If it requires silence and privacy, get away from annoying noise and anyone who might interrupt you.
 - **Keep it positive.** Think how good you will feel when you have completed the task. Remind yourself that each part of the job you complete is one less part you have to worry about.
 - **Make a "to do" list of things you need to finish each day.** Check off each job as it is completed. This will give you a sense of accomplishment and completion.
 - **Expect the unexpected.** Things do not always go as we plan. Understand that interruptions in your schedule can and will happen. Learn to deal with problems and how to adjust your day when they occur.
 - **Reward yourself.** We all know what "all work and no play" can do to us. Buy something you have been saving for after you complete that big task. Treat yourself to a good movie after mowing the lawn for your parents.
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The Clover Cat Way to Wellness: Time to Be Well

Activity

Divide into groups of three to five and discuss the time-saving techniques mentioned in the “Tips for Time Management” section on the previous page.

Do you have a plan for getting everything done in your day? Using the day planner below plan your day for tomorrow. Under “Plan for the Day,” write down where you have to be and at what time, such as school, practice for sports, music, or other activities. Under “Things to Do Today,” write down things you need to do today, such as homework, housework, or other tasks you need to complete.

DATE _____

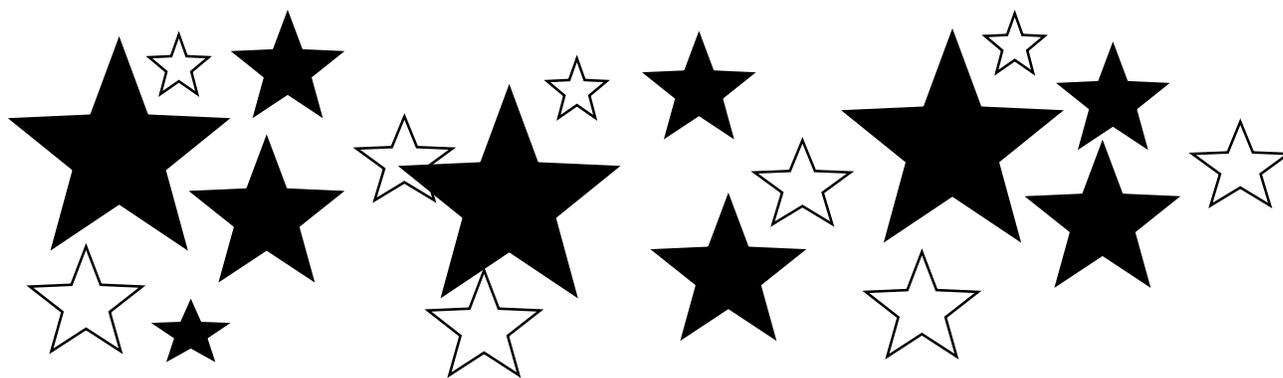
PLAN FOR THE DAY

TIME	DESCRIPTION

THINGS TO DO TODAY

DONE	DESCRIPTION





Reach for the Stars

It is important to set and accomplish goals. Whether you are trying to break a personal record in the mile run or save up for that new snowboard, setting a goal will give you something to shoot for. Achieving a goal makes you feel successful, and when you feel successful in an activity, you are more likely to continue the activity. Do you like to run? Set your own personal record in the mile run and try to break it. Set a realistic long-term goal and a series of easier-to-reach, short-term goals. For example, if you can run one mile in 15 minutes, a long-term goal of 10 minutes is realistic but seems impossible. Break your long-term goal into a series of shorter goals. Aim for 14 minutes, then 13, then 12, and so on. If you stay with it, eventually you can reach that goal.

Tips for Reaching Goals

- **Write your goal(s) down on paper.** It is easier to focus on your goal when it is staring you in the face. Remember, out of sight, out of mind!
 - **Gather information about how to attain your goal.** Read a magazine or ask someone who has experience with the goal you are working on. Being educated can only help you achieve your goal that much sooner.
 - **Focus on your everyday progress.** A long-term goal may seem impossible to achieve, so think about success in terms of daily improvement. Walking a mile begins with one step.
 - **Know what works and what does not work.** Learn from past mistakes.
 - **Once you achieve a goal, set another.** It's important to challenge yourself. Strive for constant improvement.
-

The Clover Cat Way to Wellness: Time to Be Well

Activity

List a few long-term goals you would like to accomplish, such as learning to play the guitar, completing 10 pull-ups, or attending college. Get into small groups of three to five. Share your long-term goals with one another. Each group can brainstorm their members' long-term goals and suggest a series of short-term goals that could help them achieve their ultimate goal. Share results with the rest of the class.

1. Name one of your long-term goals.

2. What short-term goals will you need to accomplish to reach your long-term goal?

3. What is a realistic goal?

4. Who/what can help you achieve your goal(s)?

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