



TrilogyFIT

Caring for you as you care for others

WELLNESS WEEK 2020



Implementation Handbook

VIRTUAL TRILOGY 200 ACTIVITY CHALLENGE

VT200 PHYSICAL ACTIVITY CHALLENGE

The Trilogy 200 is going VIRTUAL! This year, you will be the rider, except you have a choice of any physical activity to propel you across 12 campuses.

Participants will have one week (September 27 – Oct 3) to complete the VT200 Activity Challenge. Participants must sign up on Virgin Pulse under the VT200 Destination Challenge where they will be able to log miles and activities that are translated to steps. Every step gets you closer to campuses along the T200 Route. Complete the challenge and win a pair of wireless earbuds or new Fitbit and be one of 200 lucky winners of a 2020 VT200 t-shirt from Land's End. Form your team now and register starting September 17!

The T200 has always been a part of Wellness Week, and now, thanks to Virgin Pulse, we're proud to be opening it up to everyone.

Who: All employees.

How: Form a team of up to 5 people and register your team on Virgin Pulse VT200 Physical Activity Challenge and record all your activities to earn "steps" along the T200 route.

When: Begin registering September 17. Event held from September 27 – October 3.

Questions? Contact daniel.delph@trilogyhs.com.

Prizes:

- Wireless Earbuds (two pairs will be given away)
- Fitbit (randomly selected from those who complete event)
- T200 Shirts (200 to be given away, randomly selected from those who participate in challenge)

A HEALTHY HABIT A DAY CHALLENGE

To engage employees daily during wellness week on small actions that can make a big difference in overall well-being.

Who: All employees.

How: Log on to Virgin Pulse daily and complete your Healthy Habit Card as part of your Daily Cards.

When: Event held from September 27 – October 3.

Questions? Contact susanne.koch@trilogyhs.com.

Prizes:

- Wireless Earbuds (two pairs will be given away)
- Fitbit (randomly selected from those who complete event)
- TrilogyFIT vacuum-insulated Tumbler (100 to be given away)



SLEEPING SUNDAY: SEPTEMBER 27

Insufficient sleep has been linked to chronic disease development, obesity, elevated A1c, and depression. Lack of sleep causes low-grade inflammation in the body, and 95% of chronic disease is due to inflammation.

"A good laugh and a long sleep are the best cures in the doctor's book." – Irish proverb

HABIT: Get 7-9 hours of sleep tonight.

Activities to Improve Sleep:

- Select Sleeping Well, under ENERGY pillar in Virgin Pulse, set up your personal My Sleep Guide, and start improving your sleeping habits.
- Complete a Sleeping Well Journey on Virgin Pulse (five available).
- RESTORE®—for insomnia & other sleep difficulties. Learn more by creating an account on MagellanAscend.com, then visit Explore>Self-Care>RESTORE. This six-session program teaches skills, techniques, and exercises to help improve your sleep and sleep quality. Between modules, you'll be asked to track your sleep daily, complete homework, and work on exercises.

MINDFULNESS MONDAY: SEPTEMBER 28

Meditation, because punching someone is frowned upon. Meditation is stress management and has been shown to slow aging at a genetic level.

"Every negative belief weakens the partnership between mind and body." – Deepak Chopra

HABIT: Complete one module of Whil's Meditation 101 in Virgin Pulse OR take a Yoga class.

Activities to Improve Mindfulness:

- Consciously getting up and moving, using deep full breaths throughout the day
- Try the Whil Meditation 101 Modules found under Programs on your Virgin Pulse account.
- Select Reduce Stress, under FOCUS pillar in Virgin Pulse and check in daily with new mindfulness focused healthy habits.
- MOOD Calmer - A 4-session program for depression that helps you identify signs and symptoms, challenge negative thoughts, manage relapse and schedule pleasant activities. Learn more by creating an account on MagellanAscend.com, then visit Explore > Self-Care > MOODCalmer.
- Free Stress Management Coaching through BeWell. Unlimited coaching sessions (different than counseling sessions) to help you develop SMART goals on parenting, stress management, sleep, financial issues and more. Call (800) 424-4039 to request a coach.



FINANCIAL WELLNESS TUESDAY: SEPTEMBER 29

Trilogy offers financial support through several programs, SmartDollar, Susan's Home Savings, Fidelity, Bank of America-Merrill Lynch.

"Personal finance is 80% behavior and 20% head knowledge." – Dave Ramsey

HABIT: Register for the Dave Ramsey Smart Dollar Program and complete a Baby Step, OR Download and start using the EveryDollar Budgeting App, OR tell an employee about your success with SmartDollar and help them get started today. To access SmartDollar, text TRILOGY to 33789!

Activities to Improve Financial Well-Being:

- Complete the 7 Steps of the SmartDollar program and earn VP points and financial freedom!
- Meet with a free financial coach from BeWell. Call (800) 424-4039 to enroll in unlimited sessions.
- Complete a Managing my Finances Journey in Virgin Pulse or update Drive pillar with Managing My Finances activities.
- Consider increasing your Health Savings Account (HSA) contributions (up to \$3,500 annually for individual). Don't forget Trilogy contributes weekly to your HSA (up to \$500) and provides an 100% match on your \$300+ contribution. If you haven't opened your HSA at 401k.com you are not receiving this benefit!
- Check your auto-enrollments and save money by canceling a service or program that you are not using. Canceling unnecessary memberships can add up.



WATER WEDNESDAY: SEPTEMBER 30

Trilogy offers financial support through several programs, SmartDollar, Susan's Home Savings, Fidelity, Bank of America-Merrill Lynch.

"You are not hungry, you are bored. Drink a glass of water and know the difference." – Anonymous

HABIT: Try drinking 0.5 – 1.0 ounces of only water per pound of body weight today, avoiding sugary beverages (for example, if you weight 150 pounds, you would consume between 75 – 150 ounces of water for the day).

Activities to Improve Water Consumption:

- Update your Virgin Pulse Health Habits by starting your day with a glass of water under Morning Drink.
- See if you are consuming enough water during exercise. Take a Sweat Test during physical activity by weighing yourself before exercise (be sure to use the bathroom first) and then again afterwards. Use this value and then add back in the volume of fluids you consumed during your workout. Enter your results [HERE](#) to get your sweat rate.
- Did you know that a McDonald's large Sweet Tea without ice contains 560 calories? Try diluting your sweet tea with half unsweetened tea.
- Try drinking water whenever you feel hungry, you may just be thirsty or bored.
- Confused as to when to drink Gatorade or Powerade? Read the [ACSM Guidelines on Hydration](#).

THERAPEUTIC THURSDAY: OCTOBER 1

Self-care and service are important ways to improve well-being.

"Self-care is giving the world the best of you, not what's left of you." – Katie Reed

HABIT: Write a Thank You note to a fellow co-worker, or friend/family member, OR take a leisurely walk, OR read a book for an hour.

Activities to Promote Self-Care:

- Complete a Whil Emotional Intelligence 101 Module. Click on All Programs>Whil>Emotional Intelligence.
- Turn off your phone or device and take a power nap – 20 minutes is enough to reset your day and give yourself a boost of energy.
- Give yourself a manicure or pedicure.
- Get a massage, or use a rolling pin on your neck, thighs and calves.
- Spend time alone, stand up straight, or take in a change of scenery.



FRIDAY. FOOT. FUN! OCTOBER 2

"Happiness doesn't result from what we get, but from what we give." – Ben Carson

HABIT: Donate one or more pairs of shoes to the Soles4Souls project at your campus.

Activities to Selecting Footwear:

- Use 10% Discount Code: TRILOGYVR at Running Warehouse on a new pair of athletic shoes.
- Cash in your Virgin Pulse cash for an Amazon or Visa Cash card to treat yourself to a new pair of shoes.
- Check out Caregiver Kicks to see if you are eligible for a FREE pair of shoes.
- Asics Discount or Adidas Heroes program – caregivers receive 40% off.

STRETCH SATURDAY: OCTOBER 3

Improving your flexibility can alleviate pain and prevent injury. Just a few minutes each day can pay big dividends.

"Flexibility is the key to stability." – John Wooden

HABIT: Take 3 minutes to stretch your back and legs OR complete a Whil Yoga 101 module by visiting Programs > Whil > Yoga 101.

Activities to Improve Flexibility:

- Try using self-myofascial release techniques using a softball or foam roller.
- Schedule a massage for yourself.
- Add Yoga training into your fitness program at least twice per week.

SOLES4SOULS



WOMEN4WOMEN SHOE DONATION

Why Used Shoes = New Opportunities

Did you know that 767 million people around the world live on less than \$1.90 per day? For many in developing nations, finding a reliable job that generates a sustainable income is not easy. What if you could help women around the world overcome these obstacles by giving them the tools they need to provide for themselves and their families? In places like Haiti, Honduras and many parts of Africa, people are forced to generate their own income. Soles4Souls is committed to helping women entrepreneurs create small businesses, selling new and gently worn shoes. Here's how you can help us Wear Out Poverty! The shoes you collect are the tools many need to start and sustain small businesses of their own. You can help create long-term solutions to global poverty. Let's get started!

TrilogyFIT is partnering with Soles4Souls, a national organization that provides new and gently-worn shoes to those in need, in the U.S. and overseas. Even during the current pandemic, Soles4Souls continues its mission of providing shoes and clothing to people who need them most, including the most vulnerable affected by this health and economic crisis. The gently-worn shoes you collect will benefit entrepreneurs in places like Haiti and Honduras that help start and sustain small businesses.

Check out [this video](#) to see just how impactful your shoes are to those who utilize them.

SOLES 4 SOULS

Who: All employees (you are encouraged to share this with our Residents and their families)

What: Gently-worn shoes for men, women and children will be accepted.

When: Donations should be collected during wellness week with a large push during Friday, Oct 2.

How:

- Campuses should put out a Shoe Donation Box (feel free to decorate) and rubber bands (all shoes should be paired with a rubber band).
- Print and complete the Donation Form to be placed inside your shoe collection box.
- Follow instructions for printing FREE shipping label for sending shoes through UPS.
- Send the box with your UPS Driver and let's wait to see how many shoes we donate!

Questions? Contact Susanne.koch@trilogyhs.com.



SOCIAL MEDIA

We need your Wellness Week 2020 photos!

Share your Wellness Week photos using #WellnessWeek and #TrilogyFIT and earn \$10 Pulse Cash! 10 lucky winners will be selected from all posts. Tag us on Instagram, Twitter or Facebook!

SPONSORED BY:



SOLES4SOULS

Turning shoes and clothing into opportunity

4 Ways to Help From the Safety of Your Home

1

Clean out your closet and find shoes you no longer use to help create opportunity for people in need. Follow these three easy steps:

1. Box up gently-worn shoes. When filled, make sure each box weighs less than 50 lbs.
2. Set aside your boxes until it is safe to donate. Please follow local COVID-19 measure guidelines.
3. When appropriate, donations can be [dropped at your nearest participating location](#) or visit our friends at Zappos for Good to ship shoe donations at no charge. [Learn more here.](#)

2

Take the “Donate Five, Tag Five” Challenge. This is a great way to do good from the safety of your home while connecting to friends and family.

1. Pick five pairs of shoes you no longer use and snap a picture of them.
2. Share on social media, challenging five of your friends to do the same. Tag @soles4souls too!
3. Box and set aside until it is safe to donate. Please follow local COVID-19 measure guidelines.
4. When appropriate, donations can be [dropped at your nearest participating location](#) or visit our friends at Zappos for Good to ship shoe donations at no charge. [Learn more here.](#)

3

Rally the kiddos! Why not do some good while social distancing, superhero style? We've got a fun way for kids to help people in need while safeguarding our planet.

1. Learn more about our "4 the Planet" campaign [here](#).
2. Get your kids outfitted with their own customizable superhero kit! [Download here.](#)
3. Launch the mission of finding unwanted shoes in your home to keep out of our landfills and instead donate them to people who need them most. Prepare donation and box up your shoes!
4. Set aside your boxes until it is safe to donate. Please follow local COVID-19 measure guidelines.
5. When appropriate, donations can be [dropped at your nearest participating location](#) or visit our friends at Zappos for Good to ship shoe donations at no charge. [Learn more here.](#)

4

Get moving for a good cause!

Our friends at Moonjoggers have a ton of virtual races available all throughout the year benefiting Soles4Souls. [Check them out here](#), and challenge your friends, family and community to virtually run with you. Your race raises funds to help us provide shoes to people who need the most.

SOLES4SOULS

Turning shoes and clothing into opportunity

DONATION FORM

Date: _____

Contact Name: _____

Company: *(if affiliated with donation)* _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Check this box to receive email updates from Soles4Souls

Please fill out the section below completely. Place copy in each box to ensure proper acknowledgement.

Gently Used Shoes	Retail Partners New Shoes	Retail Partners New Clothing
Total Pairs _____	# of Men's Pairs # of Women's Pairs _____ # of Children's Pairs # of Singles _____ Total Pairs _____	Total Pieces _____
Gently Used Clothing		
Total Pieces _____		

**not all of our warehouses accept used clothing; please contact to confirm*

S4S INTERNAL USE ONLY

Date Received	Warehouse/Location	S4S Employee
_____	_____	_____

SOLES4SOULS

Turning shoes and clothing into opportunity

YOU'VE COLLECTED A WHOLE BUNCH OF SHOES – NOW WHAT?

You'll need to be sure that the shoes are paired and that a donor form is in each box. Additionally, you'll need to ensure that each box is less than 50 lbs.

Once you are all boxed up with donor forms included, follow the simple steps below to get started with Zappos shipping.

How to ship through Zappos:

- 1 First, go to: www.zappos.com/e/soles-4-souls
- 2 If you are not logged in, click on the 'Login to Print' button. You may login with your Zappos or Amazon account.
- 3 Once you're logged in, if the page doesn't automatically reload, head back to this link: www.zappos.com/e/soles-4-souls. Click on the button that says 'Print Shipping Label'.
- 4 The button will then say 'Loading Print Label' and your label will automatically load in a new browser window that you will be redirected to.
Be sure that your pop-up blockers are turned off in order for them to show up!
- 5 Attach the label and drop off your box at any UPS Store to ship the shoes to Soles4Souls! **Each box must weigh less than 50 pounds.**

Please note these restrictions: Donors cannot ship boxes over 50 lbs (surcharge will accrue), Donors cannot request a pick up and must drop off to a local shipper, Donors cannot ship palletized donations, Donors cannot photo copy shipping label; must get authentic label each time (they can literally get as many as they want but they can't be photocopied), Shipping is only valid within the U.S.



Think this is pretty cool? So do we!

Zappos CEO Tony Hsieh, wrote a book called "Delivering Happiness," which is a model of how he runs Zappos' business. His theory is he encourages his employees to help others, change the world, & work in a happy environment, which inevitably will make his team stronger through doing good. Part of this is supporting charities in a way that really helps them, like free shipping for us.

Thank Zappos by supporting their online stores!

SOLES4SOULS

Turning shoes and clothing into opportunity

DONOR FORM

Your donated shoes can save lives.

First & Last Name: _____ Date: _____

Organization: _____

Address: *(please include city, state, zip code)*

Phone: _____ Email: _____

All the things!

Used Pairs: _____ # New Pairs: _____ Pieces of Clothing: _____

Please sign me up to receive *awesome* emails from Soles4Souls!



S4S Internal Use Only

Date Received	Warehouse/Location	S4S Employee



For more information, email us at trilogyfit@trilogyhs.com or visit trilogyfit.org.