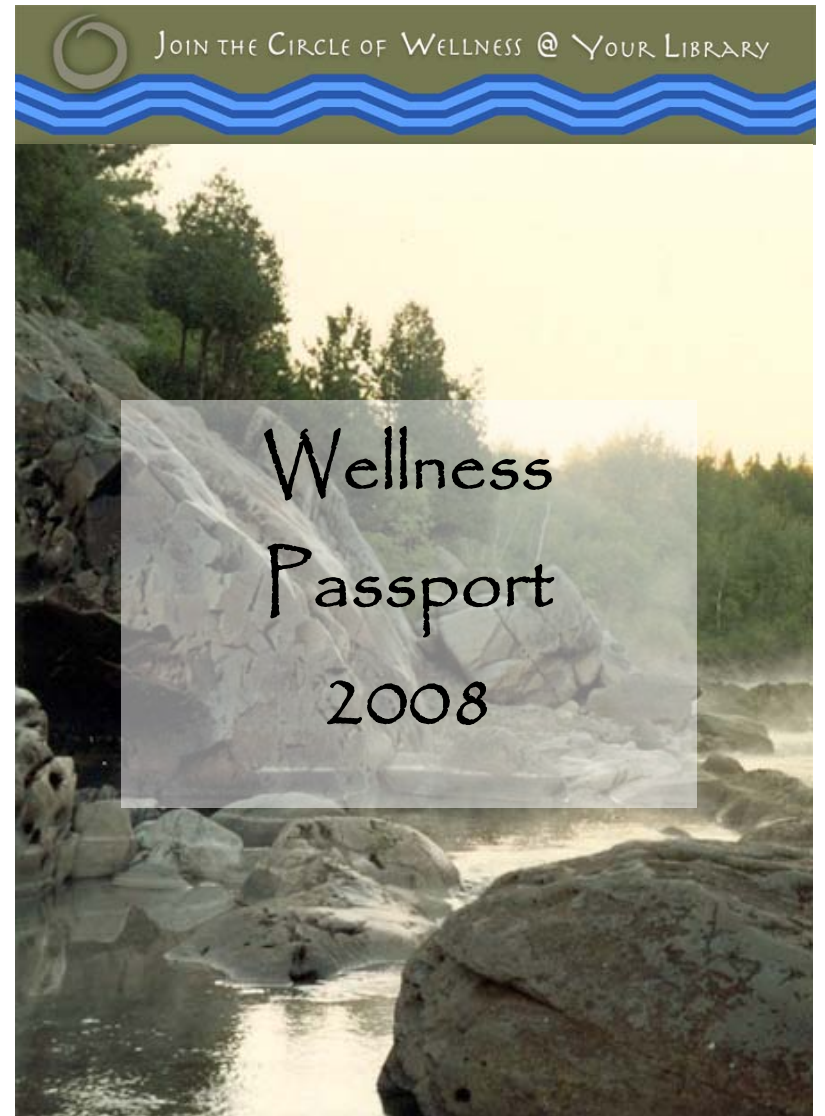


This pamphlet was created for
ALA President
Loriene Roy's
Circle of Wellness Initiative
By
Ted Chaffin
Sara Jeffress
Jennifer Turner
&
Laura Warren-Gross,
ALA Emerging Leaders, 2008.





well•ness : the quality or state of being in good health, especially as an actively sought goal

As library employees there are many factors that can affect our overall wellness from day to day. Our own physical health, the strain of outside social influences, dusty stacks and noisy patrons, stressful interactions, either a lack or overload of mental stimuli, and the potential ambiguity of our motivations and personal direction can all contribute to the satisfaction and wellness that we experience in our daily work.

This booklet is designed to help you monitor your personal wellness week by week through daily checks that can lead to overall balance. This is only a guide and additional resources are available at: www.ala-apa.org/wellness.

Emotional
 List two good things that happened to you at work today:
 1. _____
 2. _____

Intellectual Time Management Goals
 Today I challenged my mind by _____

Spiritual Daily Quiet Time
 Today I worked toward my personal goals by _____

Occupational
 Today I performed well at work.

Weekend

Two things that I will do for myself this weekend:
 1. _____
 2. _____

Two things that I would like to improve on next week:
 1. _____
 2. _____

Highlight of the week: _____

Book that I am reading: _____

Good-will Project (what I am doing for others): _____

My overall wellness this week (personal rating):
 1 2 3 4 5 6 7 8 9 10

Day 4 **Date** _____

Physical

Nutrition Goals Fitness Goals

Social

Today I initiated a positive, helpful interaction with _____ .

Environmental

Today I _____ to improve my work environment.

Emotional

List two good things that happened to you at work today:

1. _____

2. _____

Intellectual Time Management Goals

Today I challenged my mind by _____ .

Spiritual Daily Quiet Time

List one truth that impacted your day or occurred to you this week: _____ .

Occupational

Two things that I wish had gone better today:

1. _____

2. _____

Day 5 **Date** _____

Physical

Nutrition Goals Fitness Goals

Social

Today I initiated a positive, helpful interaction with _____ .

Environmental

Today I spent positive time outdoors.

Weekly Health Passport

Complete wellness considers all aspects of a person's life: physical, social, environmental, emotional, intellectual, spiritual, and occupational, which is the focus of this passport. Each element factors into your daily experiences at work in the library. The checkpoints suggested on the following pages focus on positive changes and observations that you can make to improve and enrich your daily routine in the library.

Before you begin, take time to set some weekly goals:

Nutrition Goals: _____

Fitness Goals: _____

Personal/Time Management Goals: _____

Current hobbies, interests, and pursuits (for relaxation and intellectual stimulation): _____

Day 1 **Date** _____

Physical

Nutrition Goals Fitness Goals

Social

Today I initiated a positive, helpful interaction with _____ .

Environmental

Today I _____ to improve my work environment.

Emotional

List two good things that happened to you at work today:

1. _____

2. _____

Intellectual Time Management Goals

Today I challenged my mind by _____ .

Spiritual Daily Quiet Time

Today I worked toward my personal goals by _____ .

Occupational

Take a moment to consider the good things that happened to you at work today and how you might continue to facilitate those experiences.

Day 2 **Date** _____

Physical

Nutrition Goals Fitness Goals

Social

Today I initiated a positive, helpful interaction with _____ .

Environmental

Today I spent positive time outdoors.

Emotional

List two good things that happened to you at work today:

1. _____

2. _____

Intellectual Time Management Goals

Today I challenged my mind by _____ .

Spiritual Daily Quiet Time

Today was meaningful because _____ .

Occupational

Today I performed well at work.

Day 3 **Date** _____

Physical

Nutrition Goals Fitness Goals

Social

Today I initiated a positive, helpful interaction with _____ .

Environmental

Today I _____ to improve my work environment.

Emotional

List two good things that happened to you at work today:

1. _____

2. _____

Intellectual Time Management Goals

Today I challenged my mind by _____ .

Spiritual Daily Quiet Time

Occupational

The thing that I love most about my job is _____ .