



WELLNESS AND PERSONAL DEVELOPMENT MANUAL

The mission of the United States Women of Today is to provide state and local member chapters opportunities in the areas of leadership training, personal growth, and community service and work in partnerships with established foundations.

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Wellness and Personal Development Program Manager Manual

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Wellness and Personal Development is an area that is designed to assist the individuals to be aware of their physical and mental well-being as well as personal growth, development and citizenship. The wellness portion of this program is designed to inform, educate and update on a wide variety of wellness topics. The personal development portion encompasses the areas of speaking, writing, leadership, team building, listening and citizenship.

How to Get Started:

Consider appointing a Wellness and Personal Development Manager for your chapter. This person is to oversee the area and coordinate the program.

Many chapters find it helpful to take a chapter survey of the interests of their members. This may also include an inquiry of in-chapter resources to find members in the Wellness and Personal Development professions. These members can be an excellent source of information and/or speakers.

The broad spectrum of topics that would qualify under the Wellness and Personal Development area could be “how to become an organ donor”, “stress management exercises”, “knowing your health numbers”, “resume writing”, “planned and impromptu speaking”, “team building activities” and “learning how a bill becomes a law”.

How to ensure a successful program:

Once a topic has been decided on, the next step is to arrange the time, date and place. Wellness and Personal Development is convenient in that a short presentation can be given before, during or after a meeting or at other chapter functions. You may also set up a separate event that would cover a specific subject more in-depth based on the chapters wants.

All members are encouraged to complete this program while tracking certification requirements on the Wellness and Personal Development form. This form is available in an online format and found at www.uswomenoftoday.org → About Us → USWT Leadership → Programming Vice President → Wellness and Personal Development Program Manager. Once a member's form has been completed it should be given to the chapter program manager in charge of Wellness and Personal development who then reports to the state Wellness and Personal Development Manager/contact. This contact then submits the names of the members to the USWT Wellness and Personal Development Program Manager.



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Monthly Health Awareness Areas

Our mental and physical well-being should be a priority all year long. Below are several monthly health awareness priority areas.

May

- Asthma and Allergy Awareness Month
- Lyme Disease Awareness Month
- National Arthritis Month
- National High Blood Pressure Education Month
- National Skin Cancer Awareness Month
- National Mental Health Month
- National Osteoporosis Awareness Month
- National Stroke Awareness Month

June

- National Safety Month
- Alzheimer's & Brain Awareness Month

July

- UV Safety Month

August

- National Immunization Awareness Month

September

- Blood Cancer Awareness Month
- Healthy Aging Month
- National Alcohol and Drug Addiction Recovery Month
- National Cholesterol Education Awareness Month
- National Food Safety Education Month
- National Ovarian Cancer Awareness Month
- National Preparedness Month

October

- Healthy Lung Month
- National Breast Cancer Awareness Month
- National Bullying Prevention Month
- National Dental Hygiene Month



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November

- American Diabetes Month
- National Alzheimer's Disease Awareness Month
- National Family Caregivers Month
- National Healthy Skin Month
- Bladder Health Month

December

- International AIDS Awareness Month

January

- Cervical Health Awareness Month
- National Birth Defects Prevention Month
- National Glaucoma Awareness Month
- Thyroid Awareness Month

February

- American Health Month
- AMD Low Vision Awareness Month

March

- Brain Injury Awareness Month
- National Colorectal Cancer Awareness Month
- National Nutrition Month
- Save your Vision Month
- National Multiple Sclerosis Education and Awareness Month

April

- National Alcohol Awareness Month
- National Donate Life Month
- Sexual Assault Awareness Month



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Wellness and Personal Development Certification Information

Recognize Your Members!

- Have the Wellness and Personal Development Certification form available for all members.
- Implement a fun new topic each time you have a program for the Wellness and Personal Development Program Area.
- Provide a challenge to your members which encompasses parts of the certification.
- Provide special recognition to members after achieving the certification.

Spiritual Clarification:

- Spirituality in this programming area is to improve members' outlook on life. A kind word, a special reading, a poem, etc. can be what another person needs to hear that day to uplift them.
- You may use the word God in a reading. It is recommended not to use other names for God that are particular to a specific religion, because the Women of Today organization is not affiliated with any one religion or religious practices.

Examples of things that can be offered under the spiritual area:

- Sending out cards to members
- Prayers/ Prayer Chains
- Sending an email with a thought for the day/week
- Readings and Poems
- Invocations and Benedictions at meetings
- Famous quotes or sayings
- Fellowship Services

Example of a Fellowship Service: (adjust your time accordingly for the meeting)

- Welcome
- Introduction
- Invocation
- Can use readings, music or activities to share with others
- Closing



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Examples of Icebreakers for a meeting:

- Two truths and a lie
- Make Believe
 - If you could go anywhere in the world now, where would you go and why?
 - If you could talk to anyone (dead or alive), who would it be and why?
 - If you could wish one thing to come true this year, what would it be and why?
- Get-to-know-you questions
- Best and Worst memories of the past week

The Wellness and Personal Development Certification form covers a variety of areas, items 1 thru 14 on the certification form relate to wellness and items 15 thru 29 relate to personal development. Below are suggestions to help fill out the form for the personal development portion.

The impromptu is a short speech (2 – 4 minutes) given with no, or very little, preparation time. Several states hold Impromptu competitions at their state convention, and one is offered at the National convention. The invitation to enter a speaking competition exists. The topics and type of speech will be determined by the Wellness and Personal Development Program Manager (WPDPM). Basic guidelines for these are listed. (See addendum A)

The writing activities include such items as writing a news article for the newspaper, an essay or a short story. The opportunity to participate in the USWT writing competition will be given by the WPDPM as to the topic and date of competition. Basic guidelines for the writing competition are listed. (See addendum B)

All members are encouraged to try their hand at holding an office either with the local chapter, district, region, state or national organization. The amount of learning and experience you receive looks great on that resume! For some employers, volunteer and leadership experience is the deciding factor in whether they hire that applicant.

The leadership, team building and listening exercises can be taken directly from the past manuals, or you can research topics on the internet. (See addendum C, D and E)

Attending a personal enrichment course, other than the ones listed above, is a wide-open requirement. Some examples are how to deal with stress, time management, integrity, parenting issues, child protection and abuse issues, domestic violence, budgeting, the list is endless. (See Addendum F.)

Addendum A: Speaking Competition Rules

- Topic and type of speech to be announced
- Stat sheet only to include name, address, phone, chapter/state, title of speech
- Must attend Annual convention to compete
- \$5.00 entry fee - make checks payable to USWT (memo: Speaking competition)
- Send to USWT WPDPM



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Addendum B: Writing Competition Rules

- Topic and type of essay to be announced
- Stat sheet to include name, address, phone, chapter/state, title of essay
- Email a copy to WPDPM
- Need not attend Annual convention to compete
- Deadline to register will be announced 3rd trimester
- \$5.00 entry fee – make check payable to USWT (memo: Writing competition)
- Send to USWT WPDPM

Addendum C: Leadership Exercises

It All Depends

- Purpose is to illustrate how leader effectiveness is determined by the situation and to begin to evaluate one's own leadership style
- Materials needed:
 - One set per group, of any set of toys, or materials, that can be assembled such as tinker toys, Legos, other wooden or other blocks.
 - Paper and pencils for each participant
 - Flip chart and markers
- Instructions
 - Divide into groups of 4 to 7
 - Each group is to build a bridge using the materials provided
 - Allow 15 minutes to construct the bridge
 - Ask each group to select a secretary and discuss
 - Who was the leader?
 - How did they become the leader?
 - Were members of the group comfortable following their lead
 - The secretary will write the answers on the flipchart paper and will report to all

A Leader Is

- As the facilitator, ask each member of the group to give a one-word answer to the question – a leader is...
- Write all answers on a flipchart
- Once the words are on the chart, talk about each one and why they describe a leader
- Give each member a piece of paper and pen. Ask them to answer these questions
 - One leadership quality I want to improve on this year
 - What are the reasons I am lacking in this skill?
 - What resources do I have to assist me?
 - Identify an individual to ask for assistance
 - I have set a goal of...
- Ask members if anyone wants to share what they have written – don't make it mandatory but encourage them to participate in this part of the exercise



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Addendum D: Team Building Exercises

Becoming Acquainted

We work better when we know each other

- The facilitator will give each member an index card and pen
- Have them write their name on the top of the card
- Have them answer these questions
 - What occupation would you like to do if you could pick any
 - What is your favorite past time activity?
 - What is your favorite sport to play or watch?
 - Why did you join Women of Today?
 - What do you want to be doing in 5 years?
 - What is your favorite project?
 - What is one thing most people don't know about you
- Hand in the cards to the facilitator
- Shuffle the cards
- Taking the questions (without identifying the person) one at a time read the answers and ask the members to pick out the person who they feel would have answered that way

Untying the Knot

- Have all members form a circle
- Have all members put their hands into the circle
- Have all members grab 2 hands – not their own
- Now without letting go of any hands untangle yourselves
- By working together, you will be able to form 1 circle, or you might have 2 intertwined circles

Trust Me

- Have all members form a circle putting their left shoulder to the inside
- Explain that they will be sitting on each other's legs and how it is going to work
- Ask if they believe it can be done
- They need to close ranks and get friendly
- At the count of 3 they will sit down as if they were sitting in a chair
- Each person will be supporting the person in front of them as that person will be sitting on their legs
- Trust and teamwork are the support for this work
- It shows that only 1 or 2 people can't always make something work and everyone is needed for a project to work
- Discussion
 - Ask again who thought it wouldn't work
 - Ask what would happen if just one of them hadn't done it

Addendum E: Listening Exercises

Revealing patterns of talk and listening

- Materials needed – 1 good sized ball of yarn
- Form a circle



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- Only the person holding the ball of yarn is allowed to speak – the facilitator holds the end of the yarn as the ball is passed-the ball will unwind as people speak
- Pick a topic for discussion such as how can domestic violence be eliminated or child abuse and the cause, ways to improve the Women of Today organization, etc.
- Once the topic is agreed upon the facilitator starts the conversation
- When someone wants to speak, they raise their hand and the ball is passed to them
- Continue the discussion for 10 to 15 minutes
- Topics to talk about after the final speaker
 - Examine the pattern of speakers and listeners
 - What is the role of the listener?
 - Did someone do most of the talking
 - Did everyone have the opportunity to talk

This is That and That is This

- Have members sit around a table
- One end of the table says to the person next to them this is that
- The other end of the table says to the person next to them that is this
- See if the right phrases get to the other end of the table
- If not, where did it get derailed

Telephone

- The facilitator whispers a phrase to the first person, they in turn whisper what they heard to the person next to them and so on until everyone has heard the phrase
- The last person says out loud what they heard
- Compare it to what the facilitator told the first in line
- Try to figure out where the phrase started to change

Total Recall

- The facilitator asks for several volunteers
- They leave the room
- The first one comes back in and the facilitator tells them a story
- The next comes in and the first tells the story as they remember it
- Continue until the last volunteer has reentered the room
- The facilitator then tells the original story
- How different is the story?
- Did anyone of them remember the story verbatim

Addendum F: Topics for Personal Enrichment

- Budgeting
- Identity theft
- 2 career families
- Income tax
- Job interviews
- IRAs, 401K, retirement programs
- Insurance needs



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- Marketing scams
- Dressing for success
- Do it yourself and other cost savings ideas
- Recycling
- Equality of the sexes
- Missing children
- Child abuse, elder abuse
- Rape, date rape, and how to cope
- Self esteem
- Positive thinking
- Mom burn out
- Scrapbooking, card making or other leisure activities
- Getting a balance in job, home, family leisure
- Volunteer opportunities in your community in addition to Women of Today

Website Resources

Listed below are some websites with great readings, poems, quotes, healthy living and eating information and tips / ideas for writing and speaking topics.

- <https://www.extension.harvard.edu/professional-development/blog/10-tips-improving-your-public-speaking-skills>
- <https://www.verywellmind.com/public-speaking-skills-3024308>
- <https://www.mindtools.com/CommSkill/PublicSpeaking.htm>
- <https://www.dailywritingtips.com/34-writing-tips-that-will-make-you-a-better-writer/>
- <https://writingcooperative.com/25-tips-on-how-to-be-better-at-writing-5d057b774e42>
- <https://www.thoughtco.com/impromptu-speech-1857493>
- <https://www.skywriting.net/quotes>
- <https://wherepeacefulwaters.com/readings.htm>
- <https://www.quotegarden.com>
- <https://webmd.com>
- <https://foodnetworktv.com>
- <https://mayoclinic.com>
- <https://www.helpguide.org>
- <https://health.howstuffworks.com>
- <https://www.laughtertherapy.com>
- <https://100-poems.com>
- <https://www.myfitnesspal.com>
- <https://healthylivingonline.org>
- <https://www.about.com/health/>
- <https://www.eatingwell.com>
- <https://www.cookinglight.com>



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Wellness and Personal Development Competition Stat Sheet

Name: _____

Chapter: _____ State: _____

Speaking Writing Other

Date Submitted: _____

Yes No \$5.00 Entry Fee Included

Topic as set by USWT WPD PM: _____

Name of Speech or Essay: _____



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Wellness and Personal Development Certification

Name _____ Date Joined _____ Date Certified _____

Chapte/State _____ Email _____

Is designed to assist individuals to be aware of their physical, and mental well-being, along with personal growth, careers and citizenship. This form may be completed once each USWT year. Complete a minimum of 15 of the following items and submit online at www.uswomenoftoday.org. You may also mail to your state contact postmarked no later than May 1.

- Have a physical exam
- Know your numbers (Cholesterol, blood pressure, glucose, and body mass index)
- Have a mammogram or pap test
- Be a registered organ donor
- Quit smoking or support someone who is
- Donate blood
- Certify in CPR or First Aid
- Check your medication cabinet for outdated items and dispose of them properly
- Update your medical history
- Keep a diary for at least one week
- Exercise a minimum of 3 times per week for one month
- Attend a seminar, health fair, or read an article on a health topic
- Keep a journal for 30 days logging your diet, time management, mood or exercise
- Visit a nursing home, or hospital
- Complete an effective speaking or impromptu competition
- Present a 4-6-minute speech
- Enter a writing contest
- Write an article for a chapter, state, or national newsletter
- Write an essay or short story with 300 or more words but less than 500 words
- Write or update your resume
- Participate in a leadership exercise
- Participate in a teambuilding exercise
- Participate in a chapter project
- Attend a state or national meeting/convention
- Learn about what power of attorney, durable power of attorney, or guardianship is.
- Learn about the United States flag, the United States currency, or visit a US historical site
- Learn about the care of your vehicle
- Learn how a bill becomes a law or another aspect of the government
- Interview a member of an older generation about changes they have seen in their life span

Other _____