

# Balancing your Wellbeing Scorecard

This is a practical life challenge that helps you check in with yourself in relation to your wellbeing, or, if you feel you are a little off-balance at the moment this will help get your general wellbeing back on track.



**You are the person best placed to take care of your wellbeing so this challenge will help you build skills and understanding so you can take responsibility.**

You can undertake the Wellbeing Scorecard Challenge individually and privately, or, invite your team to get involved if you feel like some company. You can undertake the challenge for a period of time that you feel comfortable with, however, we would recommend that you do it for at least a week initially. To really see some changes in your wellbeing, undertaking the challenge for a four-week period is recommended.

For most people, getting your wellbeing scorecard into balance does not mean taking radical measures – in fact, looking after your wellbeing should feel simple and natural. You don't need an extreme diet, a personal trainer, spend extra money or think about joining an obscure cult. Everything you need to get started is realistically accessible.

This Wellbeing Scorecard Challenge is intended as fun and aims to assist you to recalibrate and gain insight into your own wellbeing. The intention is for your unique version of wellbeing to become a naturally comfortable part of your everyday life.

Your wellbeing journey may start as a discipline that you need to work on; however, the goal is to make your wellbeing a habit that you love.

## Who is this challenge for?

The Wellbeing Scorecard Challenge is intended for every person in the workplace. The intention is to help everyone improve, learn, upskill and take responsibility for their personal wellbeing.

This challenge is not intended for individuals who need professional help. If you are in a dark place at the moment, or physically or mentally unwell, this program will not be right for you. You can seek professional assistance by [Reaching Out For Help](#).

This routine is to help settle down your day to day wellbeing. If you get your wellbeing on track and you still feel like you need to make some significant changes in your life, then you will be in good position to take further steps with your life. By having your personal wellbeing in good shape, you will be able to set new goals, make some decisions and take action to reformulate things like your sense of purpose, financial situation, relationships, your lifestyle or your career.



## Balancing your Wellbeing Scorecard - Continued

### Consider getting a team together

Getting your workplace team together to focus on the day by day wellbeing routine can be a fun and supportive way to learn about wellbeing together. Participation can be encouraged; however, voluntary participation is essential. How much you do together and how much you share about your individual progress is totally up to those participating. Some ideas to get you started:

- Undertake some physical exercise together such as organised sport, training for an event, walking meetings or lunch time wanders
- Share some healthy lunches, pool your funds to have healthy snacks on hand, trade birthday cakes for fruit and cheese platters
- Share some interesting or funny stories about your wellbeing adventures
- Share your daily or weekly scores and track your team average and improvements. Sharing should be completely voluntary, not mandatory
- Use the Challenge to start conversations about workplace wellbeing. Read and discuss the related resources on the Luemo portal
- Reflect on your experiences during the Wellbeing Scorecard Challenge to assist to further develop your workplace wellbeing program - what does your workplace enjoy and need?

### Get started on the Wellbeing Scorecard Challenge

- To get started, read the Daily Wellbeing Metrics and make yourself some general notes about how you might be able to incorporate these things into your day.
- Get a diary and note pad and get organised with everything from food, scheduled time for activities, and important people that might help you along.
- Get your team together (if you are doing it with colleagues) and workshop some ideas on what you might like to do together or what information you might share.
- Print out your Wellbeing Scorecard and make a start on achieving the metrics! You don't have to be perfect but make sure you give every metric a go every day. It might be hard to achieve each metric in full each day, but it will get easier and more enjoyable over time.
- Track your progress. Give yourself a point on the scorecard for each metric you achieve that day - the maximum score will be 11 each day. Follow your trends and calculate your averages as the weeks go by!

### Hint

While good general wellbeing is the overarching goal, take note of how many times you achieve each metric each week.

- For example, how many times do you eat three healthy meals?
- How many alcohol-free days do you fit in?

Every metric every day is the goal but if you are struggling, try for at least 4 points for each metric each week.



# Daily Wellbeing Metrics



## 1. Eat three healthy meals today

Eating three healthy light meals each day means trying to eat breakfast, lunch and dinner. There is plenty of information out there about what constitutes health eating but, in a nutshell, eat minimally processed food from the food pyramid. Avoid fatty foods, foods high in sugar or salt and avoid packaged/processed food. You don't have to be radical or buy special meals. Healthy eating is only part of the wellbeing challenge and this program is not aimed at significant weight reduction, just balanced eating so that your body receives the nutrients it needs. If you are completely stumped as to what you should eat or you have a significant weight problem, you probably need some specialist advice and may need to visit your doctor or a nutrition specialist. Read [Nutrition and Mental Health](#)

## 2. Eat two healthy snacks today

Eat a healthy snack at morning tea and afternoon tea. Fruit, cheese, crackers, or a handful of nuts are easy snacks to pack in your bag and keep on hand at your desk or in the car. Healthy snacks help keep your energy up, reduce hunger cravings before mealtimes and help avoid the temptation of unhealthy snacks. If you are undertaking the challenge along with your teammates, why not take turns organising a supply of snacks and remind one another to snack on.

## 3. Drink right today

It is important that you meet the challenge to drink at least two litres of water today, or if exercising, add an extra litre. Get yourself a reusable bottle and make a concerted effort to drink the right amount of water every day. While you are at it, audit your intake of caffeine and sugary drinks – remember juice and 'energy' drinks can be filled with surprising and unhelpful additives - read the labels and do some research to set yourself up for the next task...



## 4. Two "Don'ts"

It can be hard to give up things that we are addicted to like caffeine and sugar that give us a quick boost and taste great. They are also the very things that undermine our concentration and mood and affect our ability to sleep and naturally recharge. So, for this reason the challenge is: Do not drink caffeine after lunch and do not eat or drink sugary treats like cakes, biscuits or soft drink! If you are undertaking the challenge as a team, why not make your morning cup of coffee and snack a group thing and savour the time together? Then trade the afternoon coffee break for a healthy savoury snack like hummus and vege sticks.

## Daily Wellbeing Metrics - Continued



### 5. Sleep at least 8 hours tonight

The research is in – sleep is essential for good mental health and wellbeing. The benefits are wide ranging and a concentration on getting enough good sleep is a worthwhile investment so aim to get 8 hours sleep. Getting into a good sleep routine can take some time if this is not part of your lifestyle right now. Be patient with yourself, be persistent and give yourself some time to turn your sleep habits around. Read about [Sleep and Mental Health](#) for more information.



### 6. Exercise for at least 30min. today

To all the people who are already regular exercisers: well done and keep it up! It is no secret that exercise is a wonderful support for mental and physical wellbeing. To all the people who rarely exercise: Thirty minutes is not very long - right? Be honest, it's a fraction of the time you spend on social media. Schedule some time, make the commitment and just go.... You don't need a special outfit, and everyone owns a pair of flat shoes, so go for a walk! Whether it's first thing in the morning, lunch time or after dinner. Consistency is key for wellbeing and 30 minutes every day is ideal rather than one or two longer sessions per week. This part of the challenge is a great one to unite with your teammates if you are doing this in a group. Lunchtime badminton anyone....? Read [Exercise for Mental Health](#)

### 7. Have an alcohol-free day

Alcohol is another one of those things that we think is great to help us relax, celebrate and support affable social interactions. In moderation alcohol can do these things however, alcohol also makes it difficult to get adequate sleep, it dulls our senses, can affect physical health and lead to overindulgence and addiction. If you are accustomed to drinking every day, even a glass or two when you get home from work, you may find this habit difficult to break. Identify when you usually drink alcohol and plan to do something else active and enjoyable at that time. Remember, it's only one day. If you suspect you have [Alcohol Addiction](#) and you need help to control your drinking you should seriously consider [Reaching out for Help](#).



### 8. Be still for 10 - 20 minutes

When we can find our stillness, we clear away the fog and noise of our overstimulated world and find a place to allow ourselves to just quietly 'be'. This clear minded calm is a cornerstone of human wellbeing. It can take some practice. Meditation is a wonderful way to climb out of the whirlwind of life, clear your mind and find your stillness. You may also find your stillness through connecting with your faith or immersing yourself in nature. Go to Luemo [Staying Well](#) and read the article on [Introduction to Meditation and its Benefits](#). You can start meditating using the [Luemo Meditation Podcasts](#).

## Daily Wellbeing Metrics - Continued



### 9. Write in your journal

Journaling is one of those things that everyone seems to have 'heard of' but few people do it. It is an everyday, simple action that has enormous therapeutic benefits and the outcomes can be life changing. In short, journaling is taking some time to privately write down your thoughts and feelings. It's easy because there are no rules, it does not have to be 'right' and no one else is ever going to read it. To get started, go to Luemo Staying Well and read the article on [Journaling](#).

### 10. 3 things are you grateful for today?

Gratitude is one of the essential markers of happiness. Gratitude focuses on acknowledging and appreciating the good things that we do have. As we go through life and consciously build a gratitude list, we find that much of our anxiety and worry melts away as focus on what we do have overshadows what we don't have. You might like to start your gratitude list in the back of your journal. To get started, reflect on your day to find inspiration and be as specific as you can. For example, "I have eyes that see the beautiful blue sky" "I have a partner that believes in me" "I have employment that enables me to pay for my home". As time goes by you will very likely find yourself habitually exercising gratitude as the opportunity arises in your day, buoying happiness.

### 11. Be kind to someone

Being kind can boost your serotonin, the neurotransmitter responsible for feelings of satisfaction and well-being. Being kind can come in so many forms - words of support, a compliment, giving, striking up a conversation, or a lending hand. One of the key things about true kindness is that the kind gesture is undertaken with no expectation of reciprocation, acknowledgement or benefit to the kind person (so perhaps refrain from posting your kind acts on social media). You can practice kindness towards a work colleague, a stranger or someone close to you. Reflect on your behaviour and be honest - do you need to change the way you treat others?



### 12. Be kind to your self

Sometimes we forget to be kind to ourselves. We can tell ourselves negative things about ourselves, neglect our needs because we believe this is indulgent or expect far more of ourselves than is reasonable. Give yourself a break and treat yourself like your best friend. Catch yourself saying negative things to yourself and stop. Reflect on your daily achievements and give yourself a pat on the back. Think about what you really need and make it a goal. Stop trying to be perfect. Undertaking this Wellbeing Scorecard Challenge is a great way to be kind to yourself, so give yourself the time and space to do it. You can also go to the Luemo Staying Well section and read the article on "[Our Relationship with Ourselves](#)".

# Daily Wellbeing Scoring

## Your results

Give yourself an honest point for each metric that you achieve each day. The scores and feedback results are a guide only and not a diagnosis of wellbeing issues.

### 0-25 points for the week

You have started - well done!  
You have made the most important step which is doing something to take responsibility for your wellbeing.

The great thing about this score is that you can have lots of fun improving and you can look forward to feeling better next week. If your score stays at this level next week you need to be honest with yourself as why this is happening.

Do you value your wellbeing, and if not, why? If your score does not improve, do you need to suspend the challenge and seek professional help with some aspect? Now might be a good time to check in with yourself via the DASS in the Luemo Portal Resources section.

### 26 - 55 for the week

You are doing quite well according to the metrics and you should be feeling quite well. Good on you.

Your attention to your wellbeing should be paying off - is this true for you?

There is still room for improvement so, what are you missing?

What area are you neglecting?

Remember that good wellbeing is well rounded, so you need to be doing all the metrics most of the time for an optimal you.

Keep going! You might like to check in with yourself via the DASS in the Luemo Portal Resources section.

### 56-77 points for the week

Nicely done - you are well on your way to balancing your Wellbeing Scorecard!

Are you feeling good? If you are not firing on all cylinders, analyse why. Is there a section of the challenge that you avoid?

Good wellbeing is about doing all the metrics most of the time and doing these on a consistent basis. Keep going with your wellbeing routines and make the metrics a habitual part of your life. You will love that feeling of 'owning' your unique version of wellbeing.

## Remember

A good general wellbeing score is the overarching goal, however, take note of how many times you achieve each metric each week.

### For example

- ➔ How many times do you eat three healthy meals?
- ➔ How many alcohol-free days do you fit in?

Every metric every day is the goal but if you are struggling, try for at least 4 points for each metric each week.



# Daily Wellbeing Scorecard

WEEK 1	MON	TUES	WED	THUR	FRI	SAT	SUN
Eat three healthy meals							
Eat two healthy snacks							
Drink right							
No caffeine or sugar after lunch							
Eight hours sleep							
30 minutes exercise							
Alcohol free day							
Be still							
Journal or gratitude list							
Be kind to someone							
Be kind to yourself							
Daily total - one point per metric							
<b>WEEKLY AVERAGE</b>	To calculate your weekly average, add up daily scores and divide by 7						

WEEK 2	MON	TUES	WED	THUR	FRI	SAT	SUN
Eat three healthy meals							
Eat two healthy snacks							
Drink right							
No caffeine or sugar after lunch							
Eight hours sleep							
30 minutes exercise							
Alcohol free day							
Be still							
Journal or gratitude list							
Be kind to someone							
Be kind to yourself							
Daily total - one point per metric							
<b>WEEKLY AVERAGE</b>	To calculate your weekly average, add up daily scores and divide by 7						

**Daily Wellbeing Scorecard - Continued**

WEEK 3	MON	TUES	WED	THUR	FRI	SAT	SUN
Eat three healthy meals							
Eat two healthy snacks							
Drink right							
No caffeine or sugar after lunch							
Eight hours sleep							
30 minutes exercise							
Alcohol free day							
Be still							
Journal or gratitude list							
Be kind to someone							
Be kind to yourself							
Daily total - one point per metric							
<b>WEEKLY AVERAGE</b>	To calculate your weekly average, add up daily scores and divide by 7						

WEEK 4	MON	TUES	WED	THUR	FRI	SAT	SUN
Eat three healthy meals							
Eat two healthy snacks							
Drink right							
No caffeine or sugar after lunch							
Eight hours sleep							
30 minutes exercise							
Alcohol free day							
Be still							
Journal or gratitude list							
Be kind to someone							
Be kind to yourself							
Daily total - one point per metric							
<b>WEEKLY AVERAGE</b>	To calculate your weekly average, add up daily scores and divide by 7						

**Remember:** A good overall wellbeing score is the goal, however, take note of how many times you achieve each metric each week. Every metric every day is the goal however, if you are struggling, try for at least 4 points for each metric each week.