Mindful Moment Journal

Take time for what matters in the present moment.

**2018**

**Build your resiliency and enhance your quality of life by taking a positive moment each day to care for your emotional and mental well-being.**

**Possible Activities Include:**

* Practice mindfulness or meditation.
* Make an affirming list of 3 or more items: For example, things you are grateful for, what went well during the day, what you admire about yourself, what makes you happy.
* Perform an act of kindness or express your feelings of appreciation to someone.
* Practice deep breathing, visualization or progressive muscle relaxation.

For access to guided videos and resources, go to eWorkplace>BaystateHealthy>Mindfulness and Stress Reduction

** To earn $25 in MyHealth Rewards, complete a mindful activity 4 or more times a week, for 4 weeks**. See last page for how to use this journal.



Health, Wellness and Worklife Solutions: 413-794-4939

BaystateHealthy@baystatehealth.org

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| **WEEK 2** | **DATE** | **On the corresponding day, journal the mindful activity that you completed.** **To earn $25 in MyHealth Rewards, complete a mindful activity 4 or more times a week, for 4 weeks**. |
| Monday  | Enter Date | Click here to enter text. |
| Tuesday  | Enter Date | Click here to enter text. |
| Wednesday  | Enter Date | Click here to enter text. |
| Thursday  | Enter Date | Click here to enter text. |
| Friday  | Enter Date | Click here to enter text. |
| Saturday  | Enter Date | Click here to enter text. |
| Sunday  | Enter Date | Click here to enter text. |

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| **WEEK 1** | **DATE** | **On the corresponding day, journal the mindful activity that you completed.** **To earn $25 in MyHealth Rewards, complete a mindful activity 4 or more times a week, for 4 weeks**. |
| Monday  | Enter Date | Click here to enter text. |
| Tuesday  | Enter Date | Click here to enter text. |
| Wednesday  | Enter Date | Click here to enter text. |
| Thursday  | Enter Date | Click here to enter text. |
| Friday  | Enter Date | Click here to enter text. |
| Saturday  | Enter Date | Click here to enter text. |
| Sunday  | Enter Date | Click here to enter text. |

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| **WEEK 4** | **DATE** | **On the corresponding day, journal the mindful activity that you completed.** **To earn $25 in MyHealth Rewards, complete a mindful activity 4 or more times a week, for 4 weeks**. |
| Monday  | Enter Date | Click here to enter text. |
| Tuesday  | Enter Date | Click here to enter text. |
| Wednesday  | Enter Date | Click here to enter text. |
| Thursday  | Enter Date | Click here to enter text. |
| Friday  | Enter Date | Click here to enter text. |
| Saturday  | Enter Date | Click here to enter text. |
| Sunday  | Enter Date | Click here to enter text. |

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| **WEEK 3** | **DATE** | **On the corresponding day, journal the mindful activity that you completed.** **To earn $25 in MyHealth Rewards, complete a mindful activity 4 or more times a week, for 4 weeks**. |
| Monday  | Enter Date | Click here to enter text. |
| Tuesday  | Enter Date | Click here to enter text. |
| Wednesday  | Enter Date | Click here to enter text. |
| Thursday  | Enter Date | Click here to enter text. |
| Friday  | Enter Date | Click here to enter text. |
| Saturday  | Enter Date | Click here to enter text. |
| Sunday  | Enter Date | Click here to enter text. |

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**How to Use this Journal and Submit to Baystate Healthy via Email**

1. Save this document to a location on your computer where you will be able to easily retrieve it over the course of the 4 weeks. (i.e: your desktop). Go to the toolbar at the top of the page and select “File” 🡪 “Save As” as Word document (.docx)
2. Each day you record your mindful activity, click into each fillable field to enter the date and the mindful activity that you completed.
3. At the end of 4 weeks, complete the pledge: *I pledge that I have completed each activity that I entered in this journal and have recorded my actions as accurately as possible. I understand that to earn the reward I must have completed 4 or more mindful activities each week for 4 consecutive weeks.*

 *First Name: Last Name: EN # (without “EN”): Date: Phone:*

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1. **Email your journal** to BaystateHealthy@baystatehealth.org To do this, go to “File” 🡪 “Save & Send” 🡪 “Send as Attachment”. Please **do not send a PDF version, screenshot, nor take a picture with your phone** as we are not able to automate the upload into our system.

\* This journal is designed to be completed online, however if you need to print it, you may. Once complete mail your journal to Baystate Healthy, 280 Chestnut St. 5th floor, Springfield, MA, 01199.

Keep a copy for your records. Please allow two weeks for processing. Journals must be received by **October 15, 2018**.

*As a reminder, in order to earn any amount of rewards in the MyHealth Rewards voluntary incentive program, each year you must complete the two required activities: Completion of the 2018 WebMD online Health Questionnaire AND completion of a health screening (onsite at a Baystate Healthy screening or through your healthcare provider).*