



Whole Health Learning Guide



Four weeks of activities centered around the employee and Veteran experience.



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THE ULTIMATE COMPETITIVE ADVANTAGE

How to use this learning guide




- 1 This guide contains a selection of on-demand All Access Pass and Jhana resources organized around Whole Health – both for you and the Veterans you serve. If you cannot access these resources, please contact vacare@franklincovey.com for support.
- 2 The title of each learning module contains a direct link to that specific learning item. When you click the link, the learning item will open in your browser. (You may be asked to log-in to Jhana or the All Access Pass)
- 3 Once you've completed your daily commitment, click on the VA logo to return to the 'Whole Health Activity Calendar' and update your progress!



 U.S. Department of Veterans Affairs

Week 1: Embrace the Whole Self











This week is all about reconnecting with the individual self. We'll focus on the overall personal mission, identifying motivators, assessing career goals, and discovering your voice.

Remember to capture your action items and/or reflections each day in the space provided.

Monday	5-minute eLearning: Begin With the End in Mind	
1 	Dive Deeper (optional) <ul style="list-style-type: none">Brainstorm barriers to those outcomes (circumstances, people, self-beliefs) and how you might overcome them.	
Tuesday	10-minute action: Draft your personal mission statement	
	Dive Deeper (optional) <ul style="list-style-type: none">Consider the people who will be impacted by your personal mission statement. Plan to share it with each of those people over the next four weeks.	
Wednesday	7-minute eLearning: Extraordinary Roles 2	
	Dive Deeper (optional) <ul style="list-style-type: none">Consider the people who will be impacted by one of the roles you've identified. Over the next four weeks, ask them how they would define extraordinary for you in that role.	

 U.S. Department of Veterans Affairs

Whole Health Activity Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1: Embrace the Whole Person	<div>5  Begin with the End in Mind 3</div>	<div> Draft Your Personal Mission Statement</div>	<div>5  Extraordinary Roles</div>	<div>5  Play Your Roles Well</div>	<div> Assess Your Own Work Motivators</div>
Week 2: Practice Self-Care	<div> How do your habits help (or hurt) your workplace well-being?</div>	<div>7  Energy Crisis</div>	<div>2  Making sure your self-care doesn't come last</div>	<div> Start each day by connecting with yourself</div>	<div>2  Daily Private Victory</div>

How to use this learning guide (cont.)

- Different icons represent various learning elements, including an estimated time to complete where applicable.
- If you need support accessing or using these resources, please contact vacare@franklincovey.com for assistance.
- You can explore more of what FranklinCovey's All Access Pass has to offer here, on the [VHA AAP Information Page](#)

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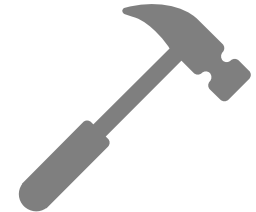
Insights:

5-15-minute self-paced, eLearning modules. Includes downloadable tools and discussion questions.



Articles and Tips:

Resources from Jhana with key insights, tips, and short videos on a broad range of management challenges.



Actions and Tools:

10-minute actions or PDF documents to practice and apply the skills associated with each week.

Summary of Each Week

VA



U.S. Department
of Veterans Affairs

Embrace the Whole Self

This week is all about reconnecting with the individual self. We'll focus on the overall personal mission, identifying motivators, assessing career goals, and discovering your voice.

Practice Self-Care

This week is all about focusing on behaviors and systems that center your mental, physical, emotional and spiritual well-being. We will work on disrupting limiting behaviors and challenging systems that cause burnout.

Find Balance

This week is all about organizing your calendar and commitments to optimize your energy, focus on what matters most, and bring your best self into everything else you do.

Embrace the Whole Veteran

Now that we have connected with ourselves, practiced self-care, and explored effective work/life balance, we can positively engage with Veterans and create world-class customer experiences.



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Whole Health Activity Calendar

VA



U.S. Department
of Veterans Affairs

Monday

Tuesday

Wednesday

Thursday

Friday

Week 1:
Embrace the
Whole Person

5

Begin with
the End in
Mind

☐

Draft Your
Personal
Mission
Statement

☐

5

Extraordinary
Roles

☐

5

Play Your
Roles Well

☐

Assess Your
Own Work
Motivators

☐

Week 2:
Practice
Self-Care



How do your
habits help (or
hurt) your
workplace
well-being?

☐

7

Energy
Crisis

☐

2

Making sure
your self-
care doesn't
come last

☐

Start each
day by
connecting
with yourself

☐

2

Daily
Private
Victory

☐

Week 3:
Find Balance

5

The Time
Matrix

☐

2

Say no in a
way that
builds your
reputation

☐

7

Big
Rocks

☐

Set and
communicate
a work-life
boundary
this week

☐

Plan your
week ahead
on Friday

☐

Week 4:
Embrace the
Whole Veteran

5

The Hidden
Story

☐

Cultivate
Connection
Questions

☐

9

Stone

☐

Paraphrase
back what you
hear to
improve
understanding

☐

7

Legacy of
Loyalty

☐

Week 1: Embrace the Whole Self

VA



U.S. Department
of Veterans Affairs

This week is all about reconnecting with the individual self. We'll focus on the overall personal mission, identifying motivators, assessing career goals, and discovering your voice.

Remember to capture your action items and/or reflections each day in the space provided.

Monday

5-minute eLearning: [Begin With the End in Mind](#)



Dive Deeper (optional)

- Brainstorm barriers to those outcomes (circumstances, people, self-beliefs) and how you might overcome them.

Tuesday

10-minute action: [Draft your personal mission statement](#)



Dive Deeper (optional)

- Consider the people who will be impacted by your personal mission statement. Plan to share it with each of those people over the next four weeks.

Wednesday

7-minute eLearning: [Extraordinary Roles](#)



Dive Deeper (optional)

- Consider the people who will be impacted by one of the roles you've identified. Over the next four weeks, ask them how they would define extraordinary for you in that role.

Thursday

4-minute eLearning: [Play Your Roles Well](#)



Dive Deeper (optional)

- For the next four weeks, identify one thing that you can do each week to make the highest contribution to each of your roles. How will you 'play your roles well'?

Friday

Worksheet: [Assess your own work motivators](#)



Dive Deeper (optional)

- Schedule a contribution conversation with your manager to share your motivators and explore how your work might better align with what drives you at work.

Week 2: Practice Self-Care

This week is all about focusing on behaviors and systems that center your mental, physical, emotional and spiritual well-being. We will work on disrupting limiting behaviors and challenging systems that cause burnout.

Remember to capture your action items and/or reflections each day in the space provided.

Monday

Self-Assessment: [How do your habits help \(or hurt\) your workplace well-being?](#)



Dive Deeper (optional)

- Identify one of the five categories from the assessment to work on. Identify a single action you can take to manage stress, connect to purpose, set boundaries, rest, or prioritize.

Tuesday

7-minute eLearning: [Energy Crisis](#)



Dive Deeper (optional)

- [Complete this Fuel Your Fire Plan.](#) Consider the energy drivers where you scored the lowest. What is impacting that driver? What can you do to improve in that area?

Wednesday

2-minute video tip: [Making sure your self-care doesn't come last](#)



Dive Deeper (optional)

- Identify what your Daily Private Victory will be. Schedule a recurring appointment on your calendar and commit to that daily practice.

Thursday

10-minute action: [Start each day by connecting with yourself](#)



Dive Deeper (optional)

- Reflect on the five energy drivers from Tuesday. Which of those energy drivers do your daily self-care activities fall into? What can you do in the long-term to strengthen that driver?

Friday

8-minute eLearning: [Daily Private Victory](#)



Dive Deeper (optional)

- Identify what your Daily Private Victory will be. Schedule a recurring appointment on your calendar and commit to that daily practice.

Week 3: Find Balance

This week is all about organizing your calendar and commitments to optimize your energy, focus on what matters most, and bring your best self into everything else you do.

Remember to capture your action items and/or reflections each day in the space provided.

Monday

5-minute eLearning: [The Time Matrix](#)



Dive Deeper (optional)

- [Download this tool](#) and have a Q2 conversation with your boss, co-workers, team, or family. How can you find alignment with others around the most important activities and projects?

Tuesday

2-minute video tip: [Say no in a way that builds your reputation](#)



Dive Deeper (optional)

- Identify a person or team that regularly asks you to complete unimportant tasks. Which of these three strategies can you use to say 'no' and protect your time?

Wednesday

7-minute eLearning: [Big Rocks](#)



Dive Deeper (optional)

- Consider the people who will be impacted by one of the roles you've identified. Over the next four weeks, ask them how they would define extraordinary for you in that role.

Thursday

10-minute action: [Set and communicate a work-life boundary this week](#)



Dive Deeper (optional)

- Maintaining a boundary is much harder than setting it. Spend 5-minutes brainstorming what circumstances might challenge your boundary and how you will maintain it.

Friday

10-minute action: [Plan your week ahead on Friday](#)



Dive Deeper (optional)

- Schedule a contribution conversation with your manager to share your motivators and explore how your work might better align with what drives you at work.



Week 4: Embrace the Whole Veteran

VA



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of Veterans Affairs

Now that we have connected with ourselves, practiced self-care, and explored effective work/life balance, we can positively engage with Veterans and create world-class customer experiences.

Remember to capture your action items and/or reflections each day in the space provided.

Monday

5-minute eLearning: [The Hidden Story](#)



Dive Deeper (optional)

- Identify one situation or person at work who really challenges you. What assumptions might you be making about their story? How can you suspend those assumptions next time?

Tuesday

5-minute action: [Cultivate Connection Questions](#)



Dive Deeper (optional)

- Review the questions on pages 5-6 of the pdf downloaded from the link above. Identify two questions that you can use to connect with Veterans in a meaningful way.

Wednesday

9-minute eLearning: [Stone](#)



Dive Deeper (optional)

- Discuss with your team members what it means to be a transition person. Identify one or two simple actions you can take to have a positive influence on Veteran's experience with VHA.

Thursday

Worksheet: [Paraphrase back what you hear to improve understanding](#)



Dive Deeper (optional)

- Schedule a contribution conversation with your manager to share your motivators and explore how your work might better align with what drives you at work.

Friday

7-minute eLearning: [Legacy of Loyalty](#)



Dive Deeper (optional)

- What is one thing you can do to leave a legacy of loyalty in each Veteran interaction? Commit to that one thing, once a day, for the next four weeks.