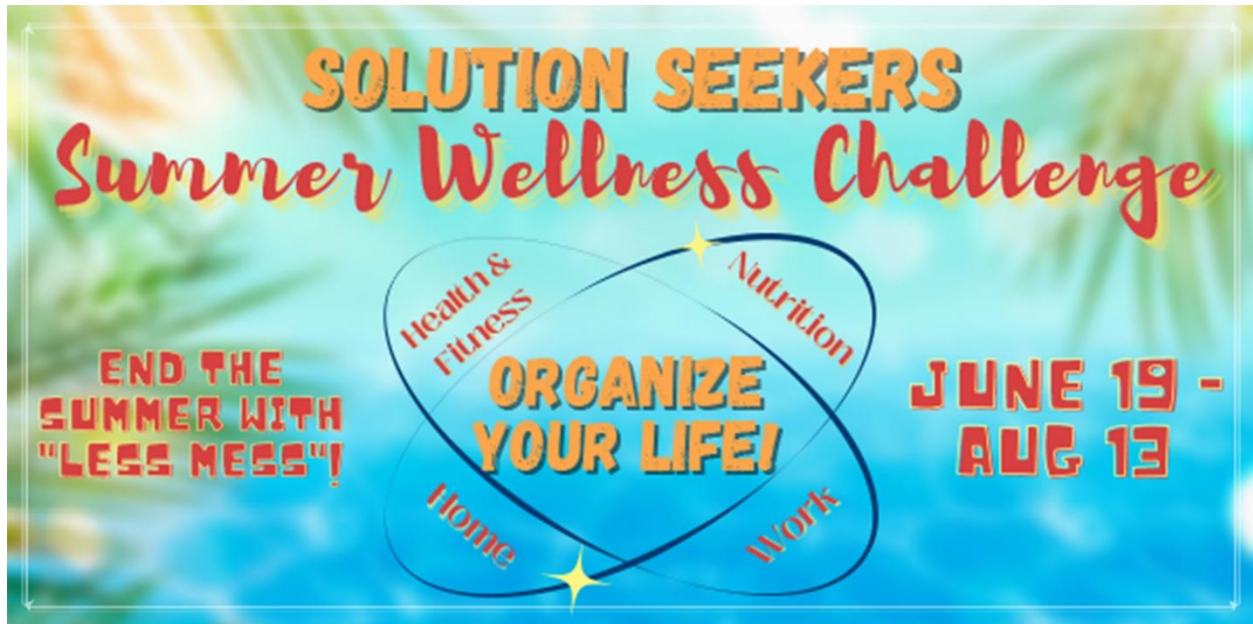


# Solution Seekers Summer Wellness Challenge

## Program Guide for Participants



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# Solution Seekers Summer Wellness Challenge

## Program Overview

- Get organized in your life during this preventative stress management challenge. Execute organization techniques that will help you become more efficient and reduce your stress throughout the day. Continue using these techniques until they become habits!
- This challenge is an 8-week challenge. Each week will be centered around a particular theme (health and fitness, nutrition, home, and work).
  - Ex. Creating an effective fitness routine, organizing the pantry, taking time to set doctors' appointments, and getting clear on professional goals.
- Participants can earn up to 3 tokens each week. Minimum 1 token a week to earn credit for participating in the challenge.
- Every Monday you will receive the Solution Seekers Summer Wellness Challenge participant's options sheet.
- The attached options sheet includes the following:
  - Each week's three options with suggestions on how to complete the task.

## Weekly Breakdown

- **Week One:**  
Health and Fitness  
Option 1: Create a Fitness Routine.  
Option 2: Increase Daily Steps.  
Option 3: Take time to connect with Friends and Family.
- **Week Two:**  
Nutrition  
Option 1: Get Organized for Meal Prep.  
Option 2: Organize your Pantry.  
Option 3: Organize your Refrigerator.
- **Week Three:**  
Home  
Option 1: Organize under the Kitchen Sink.  
Option 2: Organize your Nightstand(s).  
Option 3: Organize (1) Drawer.
- **Week Four:**  
Work  
Option 1: Organizing your Digital Space.  
Option 2: Organize your Calendar.  
Option 3: Get clear on Professional Goals.
- **Week Five:**  
Health and Fitness  
Option 1: Organize your Medicine.  
Option 2: Mental Clutter.

# Solution Seekers Summer Wellness Challenge

Option 3: Set Doctor's Appointments.

- **Week Six:**

Nutrition

Option 1: Go to Recipes.

Option 2: Create a Food Diary.

Option 3: Increase Water Intake.

- **Week Seven:**

Home

Option 1: Organize your Laundry Room.

Option 2: Organize your Shoes.

Option 3: Organize your Linen Closet.

- **Week Eight:**

Work

Option 1: Declutter your Workspace.

Option 2: Build Professional Relationships.

Option 3: Set Work/Life Boundaries.

## How to Get Started:



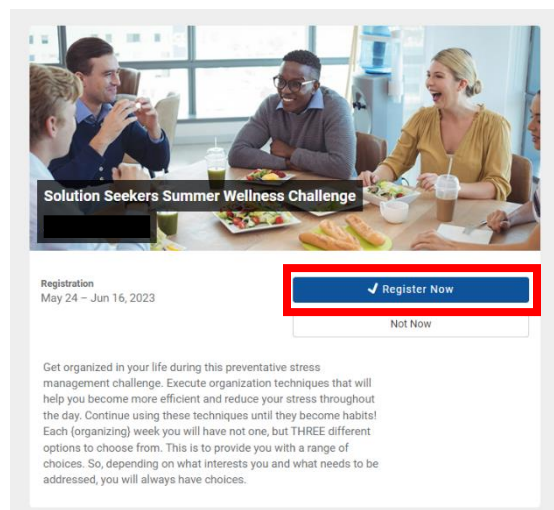
**Step 1: Create an account** (Already have an account? Skip to step 2)

Using Google Chrome, create an account on the MEI Wellness portal by selecting "Not enrolled? Create account now". <https://www.mhfwellnessportal.com/>. (Reference page 6 of program guide)



**Step 2: Register for challenge.**

To register, Login using your ID and password [HERE](#) to your MEI Wellness portal account select "Registration Now" in the middle of the middle of the screen under the program for the Solution Seekers Summer Wellness Challenge.

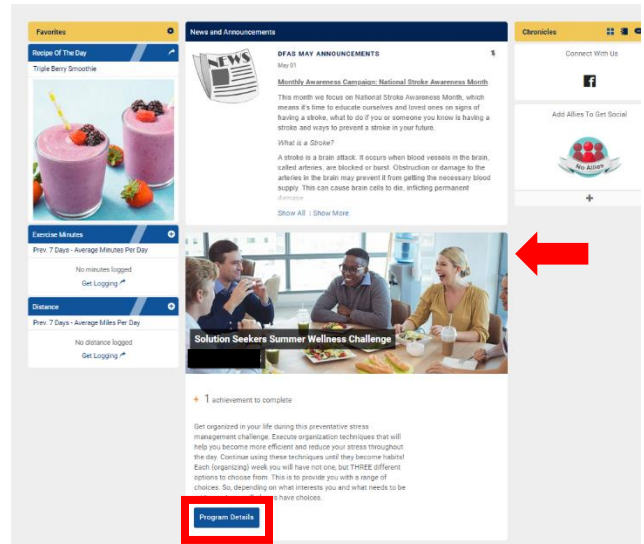


# Solution Seekers Summer Wellness Challenge

## Step 3: Navigate to challenge.

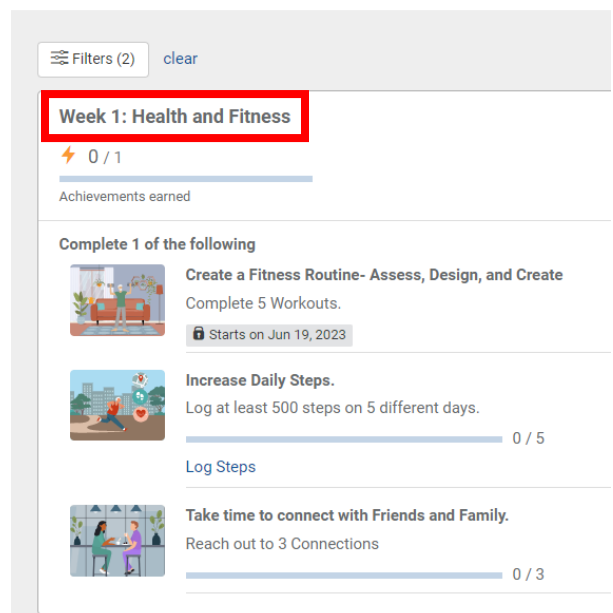


- In the middle of the screen under the program, you will see Solution Seekers Summer Wellness Challenge details.
- Click on the box under the Program heading to begin.



- To view the achievement options for the current week of the challenge, select that week from the menu bar.

## Achievements by category list all

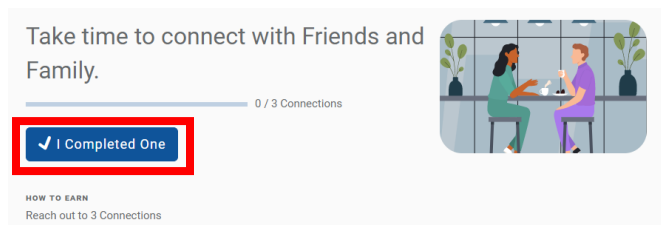


## Step 4: Begin Collecting your Challenge Tokens



To receive tokens for one of the weekly options,

- Click **"I Completed One"** when you have finished each task on the designated week.



# Solution Seekers Summer Wellness Challenge

- Click “Log Workout”, “Log Steps”, etc. when you have finished a task that requires logging something for completion for that designated week.

## You can earn tokens as follows:

- Each {organizing} week you will have not one, but THREE different options to choose from.
- **Tier 1:** 1 token each week for completing 1 out of 3 organizing options.
- **Tier 2:** 2 tokens each week for completing 2 out of 3 organizing options.
- **Tier 3:** 3 tokens each week for completing 3 out of 3 organizing options. A perfect week earns you 3 tokens!

The screenshot displays two challenge cards. The top card is titled "Create a Fitness Routine- Assess, Design, and Create" with a progress bar at 0 / 5 Workouts and a "Log Workout" button highlighted with a red box. Below it, the "HOW TO EARN" section says "Complete 5 Workouts." and the "DATES" section says "May 24 - Jun 25, 2023". The bottom card is titled "Increase Daily Steps." with a progress bar at 0 / 5 Days and a "Log Steps" button highlighted with a red box. Below it, the "HOW TO EARN" section says "Log at least 500 steps on 5 different days." and the "STATS" section shows a line graph titled "Last 30 days of Steps" with a data point for "May 06, 2023" showing "Steps: 0".

*The Achievement Boards will only allow you to earn tokens for a 1-week period. For example, if Week 1 is August 2<sup>nd</sup>-6<sup>th</sup>. You may select “I Completed One” during Week 1 and until the last day of Week 2 (August 9<sup>th</sup>-13<sup>th</sup>). Note that you cannot earn tokens for August 2<sup>nd</sup>-6<sup>th</sup> after August 13<sup>th</sup>.*

## Tips for Success:



**Connect!** Reach out to your coworkers who are participating and help them stay encouraged! If you work the same schedule, you can even coordinate to do the activities together virtually. For example: It’s 10:30 Kelsey! Time to get organized!

# Solution Seekers Summer Wellness Challenge

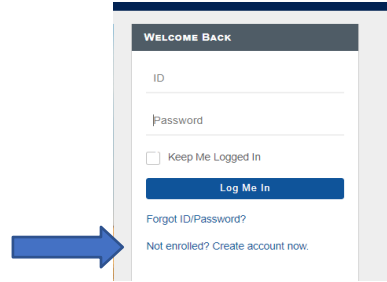
## How to Create an MHF Wellness Portal Account

Step 1: Go to:

<https://www.mhfwellnessportal.com/>

Note: use google chrome

OR SCAN the QR Code below:



Step 2: Click “Not enrolled? Create account now.”

Step 3: Fill out information.

Note: Location: Defense Finance Accounting Services Unit: DFAS

Enrollment code: scroll through and find your location.

Step 4: Under the Credentials section, fill in the ID and password with what you would like your ID and password to be.

### Credentials

ID

Password

Re-enter Password

✓ Create Account

# Solution Seekers Summer Wellness Challenge

*Step 5:* Check email to confirm email address.

*Step 6:* Right click the hyperlink  
[Confirm Email Address](#)

*Step 7:* Select Copy link address.

*Step 8:* Paste in a word document and delete caution (**paste using the Keep Text Only (T) option**)

*Step 9:* Copy and paste this URL back in google chrome to confirm account.

*Step 10:* You can also copy the link from here (delete "caution"):

