



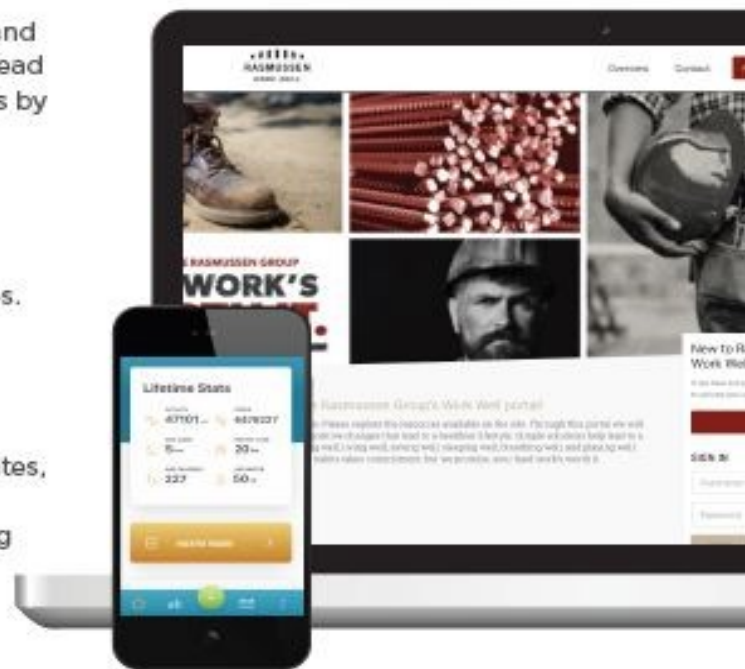
2020-21

# Rasmussen Group's *Work Well* Program Guide

This guide contains step-by-step instructions for joining and completing this year's online wellbeing program. Please read these materials carefully and complete all necessary steps by September 30, 2021.

## On the portal, you can:

- Complete program activities and earn rewards.
- Participate in group and personal wellbeing challenges.
- Browse a database of recipes and workout videos.
- Fill out a meal planner and search for local grocery store discounts.
- Track health-related activity: step count, activity minutes, nutrition, hydration, sleep and weight. You can enter this information manually, with the Navigate Wellbeing app or by syncing your favorite devices and apps, which will update on the portal each day.



# The 2020-2021 Rasmussen Group's *Work Well* Program

Program Dates: October 1, 2020 - September 30, 2021

All employees and spouses now have access to comprehensive wellbeing tools and resources on the Rasmussen Group's Work Well Portal! Head to [rasmussenworkwell.com](http://rasmussenworkwell.com) to access the portal and discover new ways to move more, feel better and stress less.

## Complete Healthy Activities to Unlock Your Rewards

Earn credits in the Rewards Mall for the completion of activities during the year. Earn up to 40,000 credits in the rewards mall during the year.

### STEP 1 Access the Portal

Visit [rasmussenworkwell.com](http://rasmussenworkwell.com) and:

1. Select **JOIN NOW**.
2. Enter your first name, last name and your social security number.
3. Confirm your information.
4. Create a username and password, then complete your profile.
5. Download the Navigate Wellbeing App for more convenient access.

### STEP 2 Complete Healthy Activities

Use the activities table on your portal dashboard to learn more about completion requirements and to track your progress.

Step 1: Wellbeing Survey	Points	Notes
Wellbeing Survey	2500	
Step 2: Get Screened	Points	Notes
Biometric Screening	5000	
Annual Physical	5000	
Step 3: Additional Activities	Points	Notes
Dental Exam	2500	
Vision Exam	2500	
Preventative Exam	5000	
Flu Shot	2500	
DNA Discovery	5000	
Be Tobacco Free	5000	
Health Coaching	5000	
Blue Zones	2500	
Ready, Set, Go Challenge	5000	
Best of You Challenge	5000	
Daily Doze Challenge	5000	
4-Week Pete the Planner Challenge	5000	
Individual Challenges	2500	May be completed 8 times for a total of 200 points.

### STEP 3 Track Your Progress

To earn credit for completing a Healthy Activity, select **Complete This** next to the item on your activities table (located on the portal dashboard) and submit the required information.

## Program Eligibility

- Full-time employees and spouses
- Spouses must be legally married to a Rasmussen Group employee, or sign a Common Law Affidavit legalizing their common law marriage with The Rasmussen Group's Benefits Administrator
- Employees and spouses are eligible to enroll in the *Work Well* program once the employee is eligible to enroll in The Rasmussen Group's health insurance (60—90 days after start date)
- Employees and spouses DO NOT have to be enrolled in any other Rasmussen Group benefits to be eligible for the *Work Well* program

# Group Challenges



**Registration:**  
October 1-25, 2020  
**Challenge:**  
October 19 - November 29, 2020

## Ready, Set, Go

Are you ready to start the race to a happier, healthier you? During this six-week challenge, you'll track your daily activity minutes on the portal and receive newsletters with tips for increasing your activity level, avoiding workout ruts, setting specific exercise goals and more.

**How to Participate:** Sync a wearable device or app (e.g., Garmin or Fitbit) to track your daily activity minutes on the portal. You can also manually record your daily totals with the to-do list on the portal dashboard or from the calendar located on the challenge page.

*Please note: if you have a device or app synced, it will automatically record your minutes.*



**Registration:**  
December 7, 2020-  
January 11, 2021  
**Challenge:**  
January 4-February 28, 2021

## Best of You

It's hard to be at your best during uncertain times. Join this eight-week challenge and learn to overcome that overwhelmed feeling in eight different areas of wellbeing, from physical activity to mindfulness to connections with friends and family. Participating is easy - you simply track your daily step count and complete one additional activity each week.

### How to Participate:

- **Daily:** Track your step count on the portal.
- **Once per week:** Complete an additional task related to that week's topic. When you're done with a weekly task, visit the portal and check "I Did This" on your challenge to-do list.



**Registration:**  
April 19-May 10, 2021  
**Challenge:**  
May 3-30, 2021

## MEDS Daily Doze

The Rasmussen Group encourages all of its employees to make healthy lifestyle choices to they can feel their best on the job, and at home. MEDS is a reminder that the prescription for a healthy lifestyle is a daily dose of **M**oving more, **E**ating better, **D**rinking plenty of water, and getting quality **S**leep. Doing these four things help you improve your overall health. The Daily Doze Challenge focuses on the "S" in MEDS by encouraging you to get a good night's rest by developing new habits that will lead to successful nightly snooze

**How to Participate:** Use the challenge to-do list on the portal dashboard to track your daily hours of sleep.

**Helpful Tools:** Review your weekly newsletters or your challenge guide, located on the challenge page, for useful techniques that can guide you to a better night's sleep.



**Registration:**  
July 19-August 9, 2021  
**Challenge:**  
August 2-29, 2021

## 4-Week Pete the Planner

Each week of this quick-hit challenge, you'll receive two videos and two tasks from expert financial mind Pete the Planner®. Content focuses on teaching you to set a budget, how to manage it in real time and how to pay off debt effectively.

**How to Participate:** Watch two videos each week and complete two associated tasks. After completing each task, visit the portal dashboard and check "I Did This" on the challenge to-do list.

**Helpful Tools:** Videos found in either the twice-weekly newsletters or linked within the challenge guide (located on the challenge page) will help you complete your tasks.



## Work Well Mission

To create a workplace culture that fosters healthy behaviors and provides an environment that will support employees and their families in improving their health and overall well-being.

## 300 Club

*Work Well* participants who earn \$300 or more on the Wellness Center portal get to be part of this elite club. Members are invited to special events throughout the year, and receive a 300 club award in recognition of their hard work and dedication.

## Wellness Ambassadors

*Work Well* Ambassadors are employee volunteers who serve as key communicators of the program, as well as offer support, guidance, and direction to other employees interested in wellness-related activities and resources. Look for them in the orange safety vests!

## MEDS - Move. Eat. Drink. Sleep.

The Rasmussen Group encourages all of their employees to make healthy choices so they can feel their best on the job, and at home. Moving more, eating right, drinking plenty of water, and getting enough sleep are four ways employees can feel their best each day. Look for the MEDS logo as a reminder of what you can do to live a healthier, happier life.



## Work Well Facebook Group

This is a private group page created on Facebook for The Rasmussen Group's employees, employee's spouses, and *Work Well* participants. Updates about the *Work Well* program, healthy recipes, and other wellness tips are posted on a regular basis. To join this group, search "Rasmussen Work Well" on Facebook and click "Join Group".

### Work Well Contact Information

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Wellness Coordinator

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Des Moines, IA 50316

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jsheets@rasmussengroup.com

Office Hours:  
8:00 a.m. - 4:30 p.m.

After Hours:  
Please make an appointment

**Please feel free to stop by anytime during office hours!**

