

### **Top Healthy Behaviors for Optimal Health**

Time management is a valuable skill that can help you become more productive and efficient in your daily life. Learning how to manage your time well allows you to create the space and time you need in the day to practice healthy lifestyle behaviors like physical activity, planning or preparing nutritious meals, and taking care of your mental health.

#### HERE ARE SOME TIPS TO IMPROVE YOUR TIME MANAGEMENT:

- 1. Set clear goals Start by setting specific, realistic goals for what you want to achieve. Break them down into smaller, manageable tasks.
- 2. Prioritize tasks Identify the most important tasks that need to be done and focus on them first.
- 3. Plan and schedule Create a daily or weekly schedule to allocate time for the tasks that you need to complete. Use tools like calendars, planners, or digital apps to help you stay organized.
- **4. Avoid multitasking** Contrary to popular belief, multitasking can actually decrease productivity. Instead, focus on one task at a time, complete it, and then move on to the next.
- 5. Set deadlines Establish deadlines for your tasks and hold yourself accountable. Having a sense of urgency can help you stay focused and motivated.
- 6. Eliminate distractions Minimize distractions that can consume your time, such as social media, email notifications, or excessive noise.
- 7. Learn to say no It's important to manage your commitments and avoid overloading yourself. Learn to decline requests or delegate tasks when necessary.
- 8. Avoid procrastination avoiding procrastination can reduce your stress, improve your performance, and increase your productivity.
- 9. Learn to delegate If possible, delegate tasks to others to free up your time for more important responsibilities. Delegation can help you focus on tasks that require your specific skills and expertise.
- Learn from your experiences Regularly evaluate your time management strategies. Identify what works best for you and make adjustments accordingly.

Remember that time management is a personal skill, and different techniques may work better for different individuals. Experiment with various approaches to find what suits you best!

### Health Insurance 101:

# HOW TO READ YOUR GROUP HEALTH COOPERATIVE OF EAU CLAIRE EXPLANATION OF BENEFITS (EOB):

Whenever you are seen by a medical provider, you will receive from the Cooperative an Explanation of Benefits (EOB). An EOB is a statement from your health insurance plan describing what costs it will cover for medical care or products you've received. The EOB is generated when your provider submits a claim for the services you received. The insurance company sends you EOBs to help make clear: The cost of the care you received.

Below is an of an EOB and how the information will be displayed.

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f you have questions or concerns, please call a Member Services Advocate at (715) 552-4300 or (888) 203-7770. (715) 552-4300 • (888) 203-7770 • www.group-health.com	f you have	questions or co	oncerns, p								D.	

Below is an explanation of each section of our Explanation of Benefits (EOB) form.

- 1. Policyholder's name and address.
- 2. Description of health care services provided and charges submitted to the Cooperative by your provider.
- 3. Summary of amounts met toward your annual maximums for the current benefit year. The current benefit year is the benefit year for the service dates listed.
- 4. Amount the Cooperative has paid for your medical and pharmacy expenses during the current benefit year.
- 5. Date this statement was created.
- 6. Name of the member who received health care services.
- 7. Provider of the health care services.
- 8. Amount you might owe to your provider, if not already paid.

As always, if you have questions about your benefits or how your deductible is being applied to your medical services, please contact our Member Services Department at 715-552-4300.

# UPCOMING EVENTS: Be Your Best – Health Education Series

30 minute live-virtual seminars covering a variety of health and wellness topics. Get more information and register <u>HERE!</u>

- MUSCLE STRENGTHENING ACTIVITIES | Wednesday, July 19, 2023, at 12:00pm
- STRESS MANAGEMENT | Wednesday, August 16, 2023, at 12:00pm
- PROCESSED FOODS AND YOUR HEALTH | Wednesday, September 20, 2023, at 12:00pm
- HOW TO EAT LESS SATURATED FAT | Wednesday, October 18, 2023, at 12:00pm
- MINDFUL EATING | Wednesday, November 15, 2023, at 12:00pm

### **Fitness in a Flash**

3-5 minute live-virtual exercise sessions focusing on exercises to improve strength, aerobic fitness, and flexibility. Sessions are offered Monday – Friday at various times.

### **Mindful Monday**

3-5 minute live virtual sessions featuring stress management techniques such as deep breathing, mindfulness, guided imagery, and practicing gratitude. The sessions are held every Monday afternoon at 1:30pm.

### **Food in a Flash**

5 minute live-virtual sessions highlighting a healthy food option and its impressive health benefits and sharing different ways to easily incorporate it into your diet. The sessions are held every Wednesday afternoon at 2:00pm.

Contact Kayla Rose, Health Promotion Manager at krose@group-health.com for more information about these opportunities.



#### CONNECT WITH US

Visit group-health.com or give us a call at 715.552.4300 or 888.203.7770.

