

OFFICE OF HUMAN RESOURCES & DIVERSITY'S *NEWS & NOTES*

IN THIS ISSUE

<u>Benefits & Wellness</u>	2
<u>60 Second Challenge</u>	2
<u>ETF Webinars</u>	3
<u>WINGO</u>	3
<u>Recipe Corner</u>	4
<u>Make the Most of Every Moment</u>	5
<u>KEPRO Resiliency Program</u>	5
<u>HR & D Front Desk</u>	6
<u>May Dates</u>	6
<u>Change of Status</u>	7
<u>Payroll</u>	8
<u>Enhancement to MSS</u>	8
<u>Pay Schedules</u>	8
<u>Payroll Town Hall Meetings</u>	9
<u>Spending & Savings Plan Wkshp</u>	9
<u>Immigration</u>	10
<u>Training & Development</u>	10
<u>Rock County Campus</u>	11
<u>Talent Acquisition &</u>	
<u>Recruitment</u>	12
<u>Title & Total Compensation</u>	12
<u>Title IX</u>	13
<u>HR & D Subject Experts</u>	14
<u>60 Second Challenge</u>	
<u>Worksheet</u>	15
<u>Round 1 Exercises</u>	16
<u>Round 2 Exercises</u>	21
<u>ETF Webinar</u>	26

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Office Hours: 7:45 am - 4:30 pm M-F

HELLO WARHAWK FAMILY!

Welcome to Human Resources & Diversity's News & Notes *May* edition. May is upon us which means final projects, finals, graduation, preparation for summer projects, hiring of new faculty, staff, and students for the 2021-2022 academic year. As we sit back and reflect on this spring semester, we also have this time to think of new and exciting opportunities we have moving forward.

This newsletter reflects those same signs of spring. Bringing closure to some projects while focusing on new, exciting experiences like wellness initiatives, WINGO, and Title & Total Compensation. One of the opportunities we have to reflect on our work is through employee-manager conversations. We are moving forward and re-engaging campus conversations about selected titles with meetings taking place between June and September. Additional information about this can be found on page 12 with the Talent Acquisition & Recruitment information.

Follow the links on the left of this page to take you to the subject matter for this *May 2021* edition. If you have questions about any of our subject areas, please refer to this or past editions of the newsletter. If you would like to read previous versions, please go to our [News & Notes webpage](#) to see the current and past editions.

As always, thank you for taking the time to read this newsletter!

Best,



Janelle A. Crowley, Ph.D.
Chief Human Resource Officer
Human Resources & Diversity



"I decided I can't pay a person to rewind time, so I may as well get over it."
-Serena Williams



University of Wisconsin
Whitewater

Human Resources and Diversity

BENEFITS & WELLNESS

May Employer Sponsored Activity: 60 Second Challenge



Get set, go, your 60 seconds begins now!!

We have an exciting new opportunity for you to participate in called the 60 Second Challenge to encourage movement throughout the day and get you away from the computer for a minute. It is proven that those who take breaks throughout the workday are to be more productive.

The 60 Second Challenge encourages you to be physically active for 60 seconds every hour of the workday. The exercises are predetermined with modifications and variations that can be completed in any order throughout the day and at any point within the hour.

The unique aspect of the challenge is that you will have completed 8 minutes, of the recommended 30 minutes, of physical activity each day by incorporating it into your workday.

To participate you can use the tracking sheet and the exercise resource sheet. The tracking sheet allows you to track your completed exercises throughout the day and how many reps if you choose to do so. The exercise resource sheet will provide you with descriptions and pictures on how to properly perform each exercise along with modifications and variations. **When you have completed the 2-week tracking sheet you can email Benefits@uww.edu a picture of it.**

It is helpful to set hourly reminders for yourself or you can set a daily reminder and snooze it every hour, so it keeps coming up throughout the day.

Following the challenge, you can do another two-week challenge with new exercises which is also included. You are not required to do this to earn credit it would be an option to benefit yourself and your health.



BENEFITS & WELLNESS



Webinars May and June

The material attached is for ETF Webinars running from May 13th-July 28th. Topics discussed will revolve around retirement and how to prepare. Whether you are just beginning your career under the Wisconsin Retirement System or close to retirement, join us for this two-hour webinar! Registration is required and can be done at: <https://register.gotowebinar.com/rt/2273159340156240144>. See flyer on page 26.

Employee Well-being Webinars

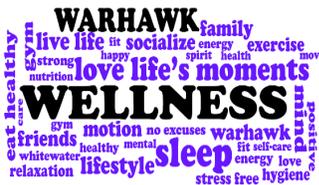
See the flyer attached on page 27 for Webinars on Financial Health, Social Health, Intellectual Health, and Occupational Health. The dates run from April 13th- May 24th and registration is required. Register and view the details here: <http://www.wisconsin.edu/ohrdw/well-being/webinars/>.

FYI: WRS Annual Statement of Benefits Now Available

The Wisconsin Retirement System (WRS) Statement of Benefits as of January 1, 2021, is now available on the MyUW portal.

WINGO

We still have spots available for our annual WINGO card! We encourage all staff members to sign up and benefit from the wellness activities and prizes. Please contact Benefits@uww.edu to sign up. Complete your full card by Friday, November 5th to claim a Warhawk Wellness baseball cap!



Share YOUR Good News!

Getting married? Having a baby?

✧ Let us know! ✧

We'd love to share it in News & Notes!

The Benefits & Wellness team is continuing to work remotely. Please be assured that we are monitoring emails and voicemails and we will reply as soon as we are able. Thank you, take care and stay safe.

Email good news to benefits@uww.edu

BENEFITS & WELLNESS

Recipe Corner

Sarah Duesterbeck from the Admissions office shared a healthy recipe she and her family tried for WINGO! Check it out here: <https://emeals.com/recipes/recipe-48748-313018-ChocolateBanana-Cream-Pie-Bars>.

Chocolate-Banana Cream Pie Bars

Ingredients

- 1 cup raw pecans
- 2 cups unsweetened flaked coconut, divided
- 1 cup pitted dates
- 2 tsp vanilla extract
- Pinch of salt
- 2 cups roasted cashews
- ½ cup water
- 3 large bananas, sliced
- ½ cup coconut oil, melted
- ½ cup unsweetened baking cocoa
- ⅓ cup honey

Instructions

1. Line an 8- x 8-inch baking dish with parchment paper.
2. Process pecans, 1 cup coconut, dates, 1 tsp vanilla, and salt in a food processor until finely chopped and mixture holds its shape when pressed together.
3. Press date mixture into prepared dish. Place dish in freezer.
4. Process cashews, ¾ cup coconut, water, and 1 tsp vanilla in food processor until smooth and creamy.
5. Remove baking dish from freezer. Pour filling over crust. Arranged sliced bananas over filling.
6. Whisk together coconut oil, cocoa, and honey. Pour mixture over bananas. Sprinkle with ¼ cup coconut. Transfer pan to refrigerator; chill at least 1 hour or until firm.
7. Cut into thin bars to serve. Store, covered, in refrigerator.

Nutritional Information

	Main	Total
Servings	10	
Calories	515	515
Fat (g)	38	38
Sat. Fat (g)	19	19
Protein (g)	8	8
Carb (g)	41	41
Fiber (g)	8	8
Sodium (mg)	176	176



BENEFITS & WELLNESS

Make the Most of Every Moment

Spend more quality time with loved ones



How you communicate matters. When you spend more time listening, laughing and sharing with the people in your life, it can help build the foundation for long-term relationships and lasting well-being.

To find resources that can help you form closer relationships with loved ones, visit <https://webmdhealth.com/wellwisconsin?mrdid=757f77d1c796eb118147005056865db0>. For example, the Daily Habits "Stay Connected" Plan will help you make a plan to take part in social activities that interest you, learn how to combat loneliness, and live a happier life.

Tip: Communicate clearly

When speaking with someone, try to maintain eye contact, openly express your feelings, understand their point of view and always give your full attention.

More Benefits of Quality Time with Others:

Lower health risks

You may have a lower risk for high blood pressure, weight issues and many other health conditions.

Less stress

Rebound faster from trauma and stressful situations in your life.

Better mood

Close relationships can help you feel happier and have a lower risk for depression.

A sense of belonging

Having loved ones can help improve your sense of purpose and self-confidence.

Resiliency - Bounce Back Stronger

Carrie Gallagher, a representative from our Employee Assistance Program (KEPRO) presented for LEAP week 2021 on Resiliency. Here is the information on the presentation:

Resiliency is all about bouncing back, and this session will teach just that. No matter what life throws at us, we can always learn tips and techniques that we can use daily to help us bounce back and become more resilient despite what we have gone through. You will leave feeling empowered that you have the knowledge of what steps you need to take to become more resilient.

If you missed it and would like to watch, follow this link to the webinar: <https://streaming.uww.edu/#/videos/bf66fc30-3408-4070-b64a-56e74c29eddc>

If you are interested in any of the other LEAP 2021 presentations, go to <https://www.uww.edu/leap/keeping-connected-through-leap>



Your Warhawk Benefits & Wellness Team
Stephanie Hartmann & Aubrey Maciosek

Please continue to watch the HR&D newsletter as well as the Warhawk Weekly for upcoming benefits and wellness events.

HR & D's FRONT DESK



Mental Health Awareness Month
 Asian American & Pacific Islander Heritage Month
 Jewish American Heritage Month

- May 1, 2021 May Day
- May 3, 2021 World Press Freedom Day
- May 4, 2021 Star Wars Day
- May 5, 2021 Cinco de Mayo
- May 6, 2021 National Nurses Day
- May 9, 2021 Mother's Day
- May 15, 2021 Armed Forces Day
- May 21, 2021 National Bike to Work Day
- May 28, 2021 Amnesty International Day
- May 31, 2021 Memorial Day

<http://www.holidayinsights.com/moreholidays/may.htm>



In an effort to practice social distancing due to COVID - 19, Human Resources & Diversity Office is open regular hours but request that visitors please call ahead to schedule an appointment.



May is Jewish American Heritage Month

This is an annual recognition and celebration of the achievements and contributions of Jewish Americans to the United States in the month of May. President George W. Bush proclaimed the month on April 20, 2006 in cooperation with Senator Arlen Specter and the Jewish Museum of Florida and the South Florida Jewish Community. Since then, annual proclamations have been made by Presidents Bush, Obama, and Trump.

https://en.wikipedia.org/wiki/Jewish_American_Heritage_Month



Your Warhawk Human Resources & Diversity Office Coordinator, Front Office Supervisor, and Student & Camps Specialist
 Ramon Rocha, Sr., DJ Judah, Kai Instefjord

HR & D'S FRONT DESK



May is Asian American and Pacific Islander Heritage Month.

Formerly known as Asian/Pacific American Heritage Month and changed in 2009 to the title above. The month of May is set to recognize the contributions and influence of Asian Americans and Pacific Islander Americans to the history, culture, and achievements in the US. The first Asians documented in the Americas arrived in 1587 when Filipinos landed in California. From 1898 to 1946 the Philippines was an American possession. The next group documented were Indians in Jamestown as early as 1635. Then in 1778, the first Chinese to reach the US arrived in Hawaii.

https://en.wikipedia.org/wiki/Asian_Pacific_American_Heritage_Month



Change of Status

Due to changes in payroll staffing at UW-Whitewater related to the move to Shared Services support in this area, and changes within the Office of Continuing Education, the routing of approvals for Change of Status process flow has been updated. Please review the link: [Change of Status Approval Flowchart](#) for the approvals required, and order of approvals, to process a Change of Status. For more information about Change of Status, go to our web page located at [UWW Human Resources & Diversity Change of Status](#).



Your Warhawk Assistant Chief
Human Resource Officer:
Connie Putland



PAYROLL

Enhancement to the Manager Self Service Dashboard (MSS):

MSS Dashboard Enhancement – Pending Approvals

- A checkbox has been added to View All Pending Approvals, including pending approvals outside the current date range criteria.

✓
Payable Time Approvals

View All Pending Approvals

!
There are additional pending approvals, change criteria to view.

- Checking the new “View All Pending Approvals” box will populate the Payable Time Approvals pagelet with all pending approvals.
- If the check box is not checked and employees have pending time outside the date range, a pop-up will appear asking if the user would like to view the additional time to approve.

There are pending approvals outside of the selected date range. Do you want to view all pending approvals now?

Single Biweekly Payroll

Stay informed; please continue to visit the following website for up-to-date information regarding the change of all employees to the biweekly payroll occurring in July.

Single Payroll FAQ

[2021 Pay Schedule](#)

[2022 Pay Schedule](#)

For questions regarding earnings statements, funding, leave reporting, monthly payroll, furlough, etc. please email: [Payroll Support](#)

For questions regarding processing the biweekly payroll (timesheet entry and approval, exceptions, etc.) please contact: **Shared Services Payroll, or Shared Services**

PAYROLL

Payroll Schedule Change Coming in July

UW System employees paid monthly will move to a biweekly payroll schedule beginning in July 2021.

How You Can Learn More

Visit the [Single Payroll resources web page](#) for frequently asked questions, budget planning information and the 2021 payroll schedules.

Take the Following Action

If you have automatic payments set up (for example, mortgage, car loan, utilities, etc.), review your monthly budget and prepare for biweekly paychecks. You may want to adjust your automatic payments to match your biweekly paycheck amounts.

Watch for emails beginning in May that will provide reminders and information on contributions and withholdings that may be impacted by the new biweekly schedule.

Single Payroll Town Hall Meetings

Consider attending an upcoming Town Hall Meeting. For event details including event passwords, access codes, and accessibility accommodations, visit the [Single Payroll resources web page](#).

Tuesday, May 4, 2021, 8:00-9:00 AM: For 9-month and summer contract employees

Thursday, May 13, 2021, 4:00-5:00 PM: For 12-month contract employees

Monday, May 17, 2021, 1:00-2:00 PM: Open session for all employees paid monthly

Savings & Spending Plan Workshops

UW System is partnering with UW Credit Union to help you plan for your paycheck changes. The Savings & Spending Plan (Budget) Workshops are available to help you create a plan that works for you.

[Tuesday, April 27, 2021, 12:00 PM](#)

[Wednesday, May 12, 2021, 8:00 AM](#)

[Tuesday, June 22, 2021, 5:00 PM](#)



Current Biweekly Employees

Beginning with the April 22, 2021 paycheck, most benefits deductions will be divided evenly over the first two biweekly paychecks each month.

IMMIGRATION

Immigration

UW-Whitewater will continue to support its international faculty and employees with current and future ongoing in-person workshops. Please contact Margaret Wheeler, Immigration Specialist, if you are interested in EB-1 guidance, form I-485, and accompanying documents: wheelerm@uww.edu; 262-472-1494. Online and remote assistance are available.



*Immigration and
Affirmative Action
Margaret Wheeler, JD*

TRAINING & DEVELOPMENT & COMMUNITY ENGAGEMENT CENTER

Training and Development

The Training and Development website is slowly growing! If you have anything to contribute to the HR&D Training and Development website, please contact Gina Elmore. <https://www.uww.edu/adminaffairs/hr/development-training#HRD>

As always, feel free to reach out to Gina Elmore for any training and development inquiries!



*Your Warhawk HR & D and
Community Engagement Center
Development Coordinator
Gina Elmore*

ROCK COUNTY CAMPUS

Handshake Coming to Rock Campus

The Rock County campus will start using Handshake for Fall 2021 student employment opportunities!

Handshake is UW-Whitewater's career management system & online job board. You'll find all of the following on Handshake:

- Job & Internship Postings: Search for on-campus and off-campus student jobs, internships, and full-time jobs requiring bachelor or master degrees.
- Career Fairs: View information about upcoming career fairs, including employer participant lists and available opportunities
- Career Events: Find out about upcoming networking events and career-related workshops
- Employer Database: Search for employers by location & industry to network, find potential opportunities, and view company reviews

For more information on Handshake, visit the [Career & Leadership Development page here](#) or follow this icon to the handshake login



UW-Whitewater's Rock County campus is located on Janesville's southwest side. A [free shuttle](#) links the campus to UW-Whitewater's main campus and the Van Galder JTS bus stop in Janesville during the academic year. Spring shuttle service ended April 15, 2021, but if you have questions, check out the shuttle [website](#) or [email](#).

If you have any questions for Tanja, her contact information is:

Email: andersot@uww.edu

Phone: 608-898-5039



*Your Warhawk Human Resources
Rock County Campus Administrative Specialist
Tanja Anderson*

TITLE IX

Mandatory Employee Training Updates

Employees have recently been notified about past due mandatory employee trainings. We need to have all employees in compliance with the mandatory trainings so we are following up to make sure everyone is on track. We have also had some expressed confusion about the trainings so we would like to clear that up here.

As an **employee** of the University of Wisconsin-Whitewater, you are required by UW System policy to receive training on three topics:

- **Title IX** (sexual harassment/sexual discrimination) - required training every 3 years
- **Information Security** (securing data and information technology) - required training annually
- **Mandated Reporter** (reporting of child abuse and neglect, Executive Order #54) - required training once within 30 days of employment

If you have questions, please contact me at either titleix@uw.edu or at x2143 and I am happy to look up your training status and assist in troubleshooting next steps.

Vicki Schreiber, PhD
Title IX Coordinator

For your reference, here are the UWSystem policies applicable to the required trainings:

[Sexual Violence and Sexual Harassment Policy](#)

[Information Security Awareness Policy](#)

[Mandatory Reporting of Child Abuse and Neglect Policy \(Executive Order 54\)](#)



Each year millions of Americans face the reality of living with a mental illness. During May, NAMI joins the national movement to raise awareness about mental health. Each year we fight stigma, provide support, educate the public and advocate for policies that support people with mental illness and their families.



Your Warhawk Title IX Coordinator
Vicki Schreiber, Ph.D.

Human Resources & Diversity Subject Matter Expertise Areas

<u>Subject Matter Expert</u>	<u>Specialty</u>
<p>Janelle Crowley, Ph.D. <i>Chief Human Resources Officer</i></p>	<p>Leads all training, talent acquisition and career development activities. Promotes inclusion in the workplace and reinforces our position as an equal opportunity employer.</p>
<p>Connie Putland <i>Asst. Chief H.R. Officer</i></p>	<p>Primary contact for ADA and employee relation matters</p>
<p>Gina Elmore <i>Development Coordinator</i></p>	<p>Training and Development Coordinator & Community Engagement Center Manager</p>
<p>Vicki Schreiber, Ph.D. <i>Title IX Coordinator</i></p>	<p>Title IX Resources & Policy contact, Trauma Informed investigator, Restorative Justice circle keeper</p>
<p>Stephanie Hartmann <i>Benefits Specialist</i></p>	<p>Benefits, FMLA, campus Wellness contact resignations, and retirements</p>
<p>Kai Instefjord <i>H.R. Assistant</i></p>	<p>Unemployment contact, Student Employment & Camps Contracting</p>
<p>Amy Sexton <i>Human Resources Specialist</i></p>	<p>Staffing & Recruitment Process Management, Compensation, New Employee & Rehire Contracts, Employee Lifecycle Changes (Change of Status)</p>
<p>Margaret Wheeler, Esq. (MA, JD, LLM) <i>Immigration Specialist & AA Program Coordinator</i></p>	<p>Immigration and Affirmative Action</p>

UW-W Office Human Resources & Diversity
 Hyer Hall, Room 335 • HR@uww.edu
 262.472-1024 (Main) 262.472-5668 (Fax)





60 Second Challenge

Workout

Note: Can put an X in the box or you can include reps to track your progress. Another option is to track if the exercise was easier, comfortable or challenging to see your progress.

Date	Leg Raises	Wall Sit	Burpees	Sit-Ups	Bridge	Plank to Downward Dog	Bird Dog	Arm Circles
Monday, Date:								
Tuesday, Date:								
Wednesday, Date:								
Thursday, Date:								
Friday, Date:								
Week Two								
Monday, Date:								
Tuesday, Date:								
Wednesday, Date:								
Thursday, Date:								
Friday, Date:								



60 Second Challenge

Round 1 Exercises

Tips/Notes:

- Notice that modifications are available for each exercise.
- You can choose to do a different variation of the exercise each day to change it up or do the same one each day so you can try and increase reps.
- Always have the option to substitute the exercise with deep breathing or stretching.
- Take your time and focus on your form because that is more important than reps.
- Exercises can be done in any order throughout the day, so it is beneficial to plan when you are going to do the exercises. For example, you have a meeting that you know will last the whole hour, so you plan to do calf raises at your desk during that meeting.
- These exercises are chosen to target the whole body.

1. Inchworm

- a. **Variations:** Standard inchworm or inchworm push up.
- b. **Standard Inchworm:** It is important to make sure that your core is engaged, and you are hinging at the hips. Stand with your feet shoulder width apart and reach your hands toward the floor in front of your feet. There should only be a slight bend in your knees as you are slowly reaching closer to the floor and once your hands get to the floor in front of your feet walk your hands forward, one at a time. You will end up in a plank position forming a straight line with your body. Try and keep your legs straight and walk your feet towards your hands, one at a time. Stop when your feet have reached your hands and slowly stand up tall.

i.



- c. **Modifications:** Stand with feet wider apart, don't focus on getting all the way flat, or you can go down on your knees and then bring your arms out from there.

2. Squats

- a. **Variations:** Classic squat, lateral squat walk, squat pulse, sumo squat, squat jump, wall squat and many more. Can also grab a can of beans to hold or even a water bottle or anything in your surrounding area to add weight.
- b. **Classic Squat:** Stand with feet shoulder width apart and bend at the hip and the knees as if you are sitting in a chair, making sure you are sticking your butt out and not rounding your back. Keep your head and chest lifted and keep your knees over your ankles but leaning back into the heels.

i.



- c. **Modification:** Slowing down the pace of the squats, only going as low as you can go, or getting up and sitting down in your chair for that minute.

3. Push Ups

- a. **Variations:** Wide hands push up, diamond push up, knee push up, or pike push up.
- b. **Classic Push Up:** When lowering keep your head in line with your toes, without sagging any part of your body including the mid-section. Try and keep a tight core during the push up by pulling in your belly button to your spine. You want to lower your arms down into a 90-degree angle.

i.



- c. **Modification:** Instead of having your legs straight go down onto your knees and have your legs crossed.
- i.



4. Lunge (30 seconds each leg)

- a. **Variations:** Reverse lunge, lunge jumps, walking lunge, forward lunge, or curtsy lunge.
- b. **Reverse Lunge:** Stand with one foot forward and the opposite foot 3 feet behind and bend the knees so your body goes towards the floor. Ensure that you are standing nice and tall and engaging the core by trying to pull that bellybutton in. When you lower your body make sure that your front knee is behind your toes.
- i.



- c. **Modification:** Lunge with a chair in front of you as support to hold onto or if lunges are hard on your knees you can do single leg balance on each leg.

5. Stair Climbers

- a. **Variations:** Run up and down stairs, every other step, or sideways step.

- b. **Standard Stair Climb:** Walk up and down your stairs making sure you are standing tall with good posture.
- c. **Modification:** If you do not have stairs you could either choose to do high knee taps or the motion as if you were walking up stairs.

6. Calf Raises

- a. **Variations:** Single leg calf raise, weighted calf raise, or raised calf raise.
- b. **Standard Calf Raise:** Starting with your feet flat and then standing you on your toes raising your foot up and down.
 - i.



- c. **Modification:** Can either choose to walk in place or do single leg balance.

7. Glute Squeeze

- a. **Variations:** Glute Squeeze pulses, glute bridge, or single leg bridge.
- b. **Glute Squeeze:** Standing with one leg extended behind you squeeze your glute and hold for three seconds. Alternate between the two legs. Making sure that you are squeezing really tight when your leg is behind you.
 - i.



- c. **Modification:** One option is to not hold for the three seconds and just bring your leg back and forth.

8. Plank

- a. **Variations:** Forearm plank, knee plank, single leg plank, or side plank.
- b. **Classic Forearm Plank:** Making sure that forearms are on the floor, elbows are directly below the shoulders and your butt is tucked down. Trying to keep a straight line across your body and focusing on the core.
 - i.



- c. **Modified Plank:** Go down on your knees which can help with low back pain.
- i.



Resources

1. <https://no.pinterest.com/pin/459859811947780386/>
2. <https://www.verywellfit.com/how-to-do-the-inchworm-exercise-4685855>
3. <https://heidipowell.net/9917/exercise-movement-glossary-squats/>
4. <https://www.openfit.com/how-to-get-better-at-push-ups>
5. <https://www.oldschoollabs.com/how-to-do-a-push-up/>
6. <https://www.silversneakers.com/blog/lunges-hurt-knees-modifications-to-try/>
7. <https://www.popsugar.com/fitness/photo-gallery/31081972/image/31081978/Calf-Raises-Basic>
8. <https://www.lifehack.org/292578/7-things-that-will-happen-when-you-do-planking-exercise-every-day>
9. <https://www.pinterest.com/pin/537195061786920789/>
10. <https://www.standupdeskstore.com/standing-news/10-exercises-to-do-at-your-stand-up-desk/>



60 Second Challenge

Round 2 Exercises

Tips/Notes:

- Notice that modifications are available for each exercise.
- Can choose to do a different variation of the exercise each day to change it up or do the same one each day so you can try and increase reps.
- Always have the option to substitute the exercise with deep breathing or stretching.
- Take your time and focus on form because it is more important than reps.
- Exercises can be done in any order throughout the day, so it is beneficial to plan when you are going to do the exercises. For example, you have a meeting that you know will last the whole hour, so you plan to do arm circles at your desk during that meeting.

1. Leg Raises

- Double Leg Raise:** This is going to target your abs so make sure you are feeling that burn. Lie on your back with your arms by your side or at the bottom of your spine under your butt to protect your spine. Now keep your back and legs straight, raise your legs until they are pointed towards the ceiling and then slowly lower. Repeating this exercise. To challenge yourself don't let your legs touch the floor for the whole minute.

i.



- Variations:** Double leg raise, single leg raise, scissor kick, or corkscrew leg lifts.
- Modification:** When legs are up only bringing them down to a 45-degree angle and raising them back up or you can do knee tucks which is having your legs straight out in front of you and then driving them into your chest. You can also always choose to let your legs lower down and touch the ground every repetition.

2. Wall Sit

- Standard Wall Sit:** Make sure your back is against the wall with your feet shoulder width apart and are forming a right angle with your hips and knees. Check that your knees are directly above your ankles. Try to hold this position as long as you can, remembering

that time is intensity for this exercise the full minute is going to be hard so take breaks if need be. Slowly come back up when you are finished.

i.



b. Variations:

i.

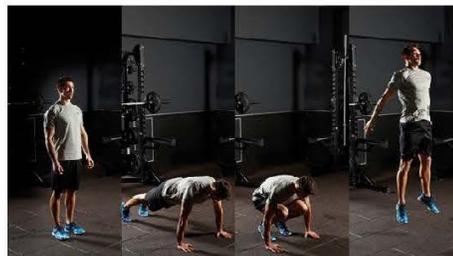


c. Modifications: Taking as many breaks as you need to, if you are not comfortable with going all the way down to the 90 degree aim for 30 or 45 degree. Can choose to do any variation of a squat instead or you can always walk it out for that minute.

3. Burpees

a. Standard Burpee: Start standing shoulder width apart with your hips back and drop down into a squat. Then place your hands on the floor in front of you inside your feet. Jump your feet back and land on the balls of your feet in a plank position. Now you are going to jump your feet back, so they land on the outside of your hands. Reach your arms above you and explosively jump in the air. You will land in squat and repeat. This exercise is meant to be done fast.

i.



b. Variations: Can add a push up to the plank position or add knee tuck to the jump.

- c. **Modifications:** At any points that involve jumping you can step it out and slowly move into each position. Can also break all the movements into individual exercises so pushups, squats and a jump. You always have the option to jog in place.

4. Sit-Ups

- a. **Standard Sit-Up:** Lie on your back your knees slightly bent and your arms resting behind your head. Engage your core while keeping your feet flat on the floor and try to sit up.
 - i.



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- b. **Variations:** Pulse sit-up, V sit-up, bicycle crunch, russian twist, crossed arm sit-up, or reverse crunch.
- c. **Modifications:** For this exercise you can do the variations as modifications or any form of ab exercise that you prefer.

5. Bridge

- a. **Standard Bridge:** Lie on your back with your feet flat on the floor and your arms straight out by your side. Push through your feet and engaging your core raise your butt off the ground. It is important to remember to squeeze your glutes at the top. Return to the starting position and repeat.
 - i.



- b. **Variations:** Single leg bridge, bridge pulse and hold at the top, marching bridge, or bridge with a kick.
- c. **Modifications:** Really slowing down when doing the exercise and resting and taking breaks on the ground when needed.

6. Plank to Downward Dog

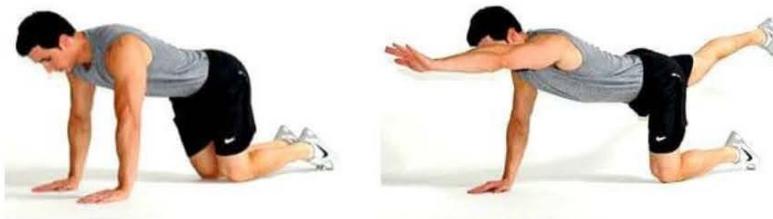
- a. **Standard:** Starting in a high plank position, your hand should be stacked under your shoulders and feet close together. With your core engaged pike your hips back into the downward dog position. Hold for a second and then return to the high plank position.
 - i.



- b. **Variations:** Plank, plank pike up with toes taps, downward dog knee to elbow plank, or plank to downward dog walk up.
- c. **Modifications:** Can choose to bend your knees if your hamstrings are feeling tight or can break the exercise up and do downward dog or just high plank.

7. Bird Dog

- a. **Standard:** This exercise will focus on balance and stability. You will start by getting on all fours making sure that your hands are directly underneath your shoulders. Pull your shoulder blades together and raise your right arm and left leg keeping your shoulders and hips parallel to the floor. You will hold this position for a few seconds and then lower back down to starting position and raise your left arm and right leg. You will continue this for a minute. Make sure that your hips stay level the whole time and keep your spine neutral by engaging your core.
 - i.



- b. **Variations:** Weighted bird dog, bird dig from push up position, bird dog knee to elbow, or bird dog crunch.
- c. **Modifications:** Ease into the movement by just raising one limb at a time instead of doing it simultaneously or keep your arms and legs closer to the ground and not raising them so high. Can also choose to do pelvic tilts or bridge pose.

8. Arm Circles

- a. **Standard:** Stand with your feet shoulder width apart and extend your arms out parallel to the floor. Then circle your arms forward using a forward controlled motion, gradually making the circles bigger until you feel a stretch in your triceps. About 30 seconds in reverse the direction of your arms. This is a great one to be done during a meeting.
 - i.



- b. **Variations:** Change having your palms face up or down, both arms straight out making circles, or both arms overhead making circles. If you really want to challenge yourself, you can choose to do push ups instead of arm circles. Could also to choose to add in a cardio element by doing jumps with the arm circles.
- c. **Modifications:** Take the arm circles slow or choose to do one arm at a time.

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Webinar

Whether you are just beginning your career under the Wisconsin Retirement System or close to retirement, join us for this two-hour webinar. We will review benefit basics, Core and Variable Trust Funds and things to know and do to maximize your benefits as you move through your career. Those within five years of retirement will appreciate hearing about WRS annuity options, returning to work after you retire, post-retirement annuity adjustments and more. Questions are welcome and encouraged.

"My participation in the webinar was a first for me, and I just want to compliment you on how easy it was to connect, follow along, and provide questions or requests. Excellent job!"

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- When you can retire.
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- Thu, May 13, 2021 10:00 a.m. - 12:00 p.m.
- Wed, May 26, 2021 6:30 p.m. - 8:30 p.m.
- Fri, Jun 11, 2021 1:00 p.m. - 3:00 p.m.
- Mon, Jun 21, 2021 6:30 p.m. - 8:30 p.m.
- Wed, Jul 14, 2021 10:00 a.m. - 12:00 p.m.
- Wed, Jul 28, 2021 6:30 p.m. - 8:30 p.m.

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Spring 2021

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Below is a selection of upcoming webinars that are available to help keep your well-being on track! Most of the webinars require registration, last approximately 60 minutes, and all are listed in Central Standard Time (CST).

FINANCIAL HEALTH

LEARN ABOUT SAVINGS & FINDING FREE MONEY FOR COLLEGE	<i>April 13, 2021</i>	<i>6:00 pm</i>
TSA: SELECT, SIGN UP AND SAVE WITH YOUR 403(b)	<i>April 15, 2021</i>	<i>1:00 pm</i>
WRS: UNDERSTANDING YOUR WRS STATEMENT OF BENEFITS	<i>April 22, 2021</i>	<i>11:30 am</i>
YOUR SAVINGS & SPENDING PLAN (BUDGET) WORKSHOP	<i>April 27, 2021</i>	<i>12:00 pm</i>
TSA: SAVE SMART, SAVE EARLY	<i>May 24, 2021</i>	<i>10:00 am</i>

SOCIAL HEALTH

THE ART OF ACTIVE LISTENING	<i>May 12, 2021</i>	<i>12:30 pm</i>
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INTELLECTUAL HEALTH

MINORITY HEALTH MONTH/RACISM AND PUBLIC HEALTH	<i>April 27, 2021</i>	<i>12:00 pm</i>
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OCCUPATIONAL HEALTH

MANAGING YOUR TIME WHILE WORKING REMOTELY	<i>April 14, 2021</i>	<i>12:30 pm</i>
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