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Introduction and Welcome for Coach
Welcome to Our Team!

You have just made a life changing decision. By joining our family of independent OPTAVIA® Coaches you have joined a team that is changing the world; one person at a time.

For you personally, your decision will enhance your advancement towards optimal health and wellbeing. As your attention and focus turns to helping others, your own understanding of what it takes to create better health and wellbeing will become clearer and will help you master the skills, and develop the habits necessary that help to create lifelong transformation.

You will learn and grow at a deeper level as you become passionate about becoming a higher version of yourself. And the feedback you will receive as you help others transform their health and lives will instill greater meaning and purpose in your life that is much like fuel for your soul. I expect you will soon have many joining you as fellow independent OPTAVIA Coaches and your team can increase its impact as we create a healthier OPTAVIA Community.

It all starts here.

It starts with this OPTAVIA Coaching Guide for the Habits of Health Transformational System, which will help you assist your Clients in their transformation to optimal health and wellbeing. And, because we have a Transformational System, you will be guiding them to integration, while they are in charge and responsible for their own journey. That allows you the freedom to build a strong relationship, so they will see that they can do what you are doing, that it does not take much time, and because you are having so much fun they will want to join your team.

At the same time, the design of the Habits of Health Transformational System includes this Coaching Guide to help you become a masterful Coach. Each Element in Your LifeBook has a corresponding module for you, the Coach, to help you guide your Client’s progression on the first year of writing and creating their new story.

So let’s jump right in and talk more about what your decision means.
The OPTA\Via Coach

What does it mean to be an independent OPTA\Via Coach*?

We are guides that help people achieve a higher level of health and wellbeing in their lives. We awaken potential by creating rapport and trust so they become intrinsically self motivated, which means they have desire and passion to grow and transform. We increase their ability to change and develop a new set of habits that can help promote long-term health and wellbeing, which can lead to Lifelong Transformation, One Healthy Habit at a Time®.

Our Coaches approach the challenge of change with our Clients as one of partnership and not authority. Because we put them in charge of creating what matters most to them, it makes healthy change possible, and allows them to overcome the unhealthy environment we find ourselves surrounded by in modern life.

We help our Clients take responsibility for their own health and wellbeing, with compassion and empathy; we honor the Client as the expert in their own life.

Our responsibility is to listen well, explore what matters most to our Clients, and seek to understand the challenges that have prevented their progress to this point. We do this by sharing and caring, not selling and telling.

We connect authentically to cultivate trust and discover, clarify, and align with what matters most through the process of self-discovery. We also hold the Client accountable to the System by understanding how to best support and guide them.

We know that if we can meet the Client at their current level of motivation and ability, we can move them forward in baby steps or microHabits, that match their desire for change.

Moreover, we know that by using microHabits we can help build the Client’s self-efficacy, which will build progressive success and confidence.

*For more information please refer to our OPTA\Via Coaching Guidelines (bit.ly/OPTA\Via_Coach-Guidelines).
We strive to awaken their intrinsic motivation by being autonomy supportive, which means that we help them find what they really want.

This will allow them to have the passion and energy to want to become more competent and develop their skill and ability to lead their own journey to optimal health and wellbeing. To help build that mastery, we guide them to the four components that we have found create predictable transformation.

Your OPTAVIA Coach
It starts with you as their guide and your role is to help them navigate a journey of change. This Coaching Guide will go a long way in helping you chart your Client’s course and become an effective partner in helping them transform. As independent OPTAVIA Coaches, we are much like a driving school professional Coach. Rather than drive the car we put our Client in the driver seat of this vehicle called OPTAVIA and teach them how to go from where they are now to where they want to go in terms of their health and wellbeing.

The Habits of Health Transformational System
Our Habits of Health Transformational System is their blueprint to learning, installing and mastering the necessary behavioral and lifestyle modifications to optimize their health and life. It is a developmental training system to create Lifelong Transformation, One Healthy Habit at a Time.

The OPTAVIA Community
The OPTAVIA Community creates the underlying surroundings and structure that makes their transformation possible.

OPTAVIA Fuelings
Our Fuelings and other products are tools to act as catalysts for change.
There are three parts to the Habits of Health Transformational System. There is *Dr. A’s Habits of Health* book in a new and updated version. *Your LifeBook* which your Client will write their new story in over the next 12 months and will parallel this *Coaching Guide*. Finally, there is the Habits of Health App. Let’s briefly explain why they all matter and how they interact with each other.

1. **Dr. A’s Habits of Health**
   This is the main textbook; containing much more detail about the different aspects of the Habits of Health. It reflects on the latest science of wellbeing and outlines a huge amount of important information about nutrition, sleep, exercise, stress reduction, emotional agility and management - and much more. Think of this as the part of the system that lives on your Client’s bookshelf and they will reference it often.

2. **Your LifeBook**
   This is a day-to-day journal packed with really useful tips, hints and advice on your Client’s journey to optimal health. Each progressive Element represents a central core component which will forge a rock-solid foundation for your Client’s progress to optimal health and wellbeing. As a completely joined-up summary of the main book, it’s designed to be easy to carry around and perfect for your Client to note their thoughts, their progress, and their challenges - so they can reflect on their achievements and know their weaknesses! Think of this as something your Client can keep with them throughout the day and at night, and over the next 12 months they will use it to create and write their new healthy story.

When your Client has purchased their kit, including *Dr. A’s Habits of Health Transformational System*, and they are waiting for it to arrive, they can download the Habits of Health App and begin to get acquainted with the System. Once they have started their program, encourage them to get started in their personal *Your LifeBook* right away.
Habits of Health App

Using the latest technology, the Habits of Health App is their daily accountability tool to help your Client manage crucial aspects of their journey to optimal health and wellbeing. Using the App, your Client will be able to set alerts for mealtimes, store and refer to dietary information, recipes, keep a dynamic record of their daily levels of activity and will help your Client to better manage their emotions with **STOP. CHALLENGE. CHOOSE.**

The three critical parts can work independently of each other; however, they’re all based on the same principles and have the same goal - getting your Client to optimal health and wellbeing. They’re far more effective when used together.

**There’s one important thing you should know:** Your Client’s journey will not go perfectly. It will be full of challenges and setbacks - they are all part of the life-building process. But if you thoughtfully guide and help your Client stay the course, use the life lessons as learning opportunities and awaken them to be open and curious, then this story may be a happy beginning to a potentially thriving new life.

When you are helping your Client create what they want, help them become good at it, and teach them how to share it with those they love and care about, you will have helped your Client write a great new story.
Our goal is to envelop your Clients in such a rich cohesive environment that they naturally want to join us as independent OPTAVIA Coaches and share with others.

This logical next step helps reinforce their own journey to optimal health and wellbeing as they help others acquire new healthy habits while still advancing their own. In addition, by developing a growing sense of meaning and purpose, this will fuel their desire to become a higher version of themselves. As they pay this gift forward in our Community, the opportunity to expand and grow into a Business Coach and then Business Leader will help us on our mission to change the world.

This begins with properly starting and coaching your brand new Client. Our goal is to provide a consistent, continuous and a progressive experience for each new Client. First to awaken in them the desire to get healthier and advance them on their journey in a series of manageable steps that are doable, desirable and build a new supportive action for their health and life. If we are able to continue that generative movement, we can create the habits of lifelong transformation.

*Your LifeBook* is a key component of the Habits of Health Transformational System and makes this strategy possible. With almost two decades of experience and feedback in development, it was designed to provide an integrated process and follow a specific algorithm to progress a brand new Client in a series of simple yet powerful Elements over the next 12 months of their journey. It allows them to move through each Element at their speed, master the simple but important actions and install and develop the new habits that have eluded them in the past.

We use the metaphor of the mason jar, in the introduction of *Your LifeBook*, to illustrate the importance of focusing on all the key MacroHabits, rather than focusing on the less important daily distractions that can keep us frozen in a continual state of procrastination.
The system makes it clear that creating health is a process and we need tools, support and a blueprint. It also helps your new Client realize that health and wellbeing is much more than weight loss. Since we make each step so easy and break things down so simply, it can be done consistently every day, which is the missing ingredient in almost all failed attempts to sustain change. The process starts with very simple habits such as eating every three hours and drinking the recommended 64 oz. of water* to assure that we are creating buy-in and increasing self-efficacy. In addition, we are helping our Clients move beyond their past and previous weight loss attempts to understand how to take control of their health and wellbeing.

*OPTAVia recommends drinking 64 ounces of plain water each day. Talk with your healthcare provider prior to changing the amount of water you drink as it can affect certain health conditions and medications.
Each progressive Element, will be supported by *Dr. A’s Habits of Health* book, the Habits of Health App, the Habits of Health website, *Your LifeBook* and most importantly by YOU, their OPTAVIA Coach. We pick multiple touch points to provide entry into the system in a way that best serves the Client. Once fully engaged, the goal is for the Habits of Health App to be a trusted daily companion holding the Client accountable to themselves moment to moment.

*Your LifeBook* will be their interactive map, guiding their journey and a place to take notes, imagine and record wins and challenges and write the first year of their new story. With plenty of questions to reflect on, it will provide a rich opportunity for self-discovery and documented growth. It’s a wonderful way for them to discuss with you, what is going on, in a way that efficiently allows you to help them stay focused, tweak what is working, adjust what isn’t and encourage them to be open, to be curious and to advance on their journey.

They will be asked some consistently themed questions at the end of each Element, which will give them time to reflect and record what is happening in their story. We invite and encourage them to share
with you what they have learned and what they are doing. You will be asking them the same questions so they can share their takeaways.

**This serves two purposes:**
First, to help them generate their own personalized responses and strategies. Then, for them to see that what you are doing is relatively easy to do and how much you care. Remember, we want them to become Coaches for their own success. And, if they see that what you are doing is possible for them, that it does not take too much time, and that you are having fun, they are much more likely to learn and be successful. And, it can increase their desire to join you and want to coach too!

For you, as a beginning independent OPTAVIA Coach, this *Coaching Guide for the Habits of Health Transformational System* allows you to get started right away, providing excellent support in your Client’s journey, even if you are a little nervous or questioning your skills. And it allows us to provide a similar experience for our Clients across the board to ensure that all OPTAVIA Clients are given the best possible potential for success.
To make it easy for you

Each Element or module of growth will have a target goal, which is what we want the Client to learn. It will then have a group of questions that will help you and your Client reflect on where they are, determine if they have completed the Element and if they are ready to advance to the next Element.

You will then have three choices to direct and guide them:

1. Have your Client proceed to the next Element.
   Determine, by their responses, that they have a good handle on the Element and are doing the actions to continue to improve and install the new behavior.

2. Have your Client spend more time exploring the current lesson.
   Determine, by their responses, that they still have some work to do on the Element and are doing the actions to continue to improve and install the new behavior.

3. Send them back to start over once you have helped them adjust to a new perspective.
   Determine, by their responses, that they have either stalled, do not fully understand or have some concept that is preventing them from advancing and need you to help them get back on track.

The idea is for your Client phone calls or Client video calls to be short, and focused on the reflective questions to help guide them to their next step.

“THE INTRODUCTION: YOUR LIFEBOOK” AND “YOUR CURRENT STORY: HOW IS YOUR LIFE?” CALLS OR VIDEO CALLS MAY TAKE A LITTLE LONGER, BUT ONCE THEY HAVE MOMENTUM, THE CALLS WILL BE TO JUST CHECK-IN TO SEE HOW THEY ARE DOING IN THEIR CURRENT ELEMENT (~ 5 MINUTES) OR TO DETERMINE IF THEY ARE READY TO ADVANCE.

As we have stated in both YOUR LIFEBOOK and DR. A’S HABITS OF HEALTH, SECOND EDITION book, becoming an unconscious competent goes through a series of steps.
Your role is to give them feedback when they are unaware that they are doing something that is not helping their health or wellbeing. You do this by awakening them and asking them empathetic questions that lead to self-awareness.

Once they are conscious of their deficiency, then the Habits of Health Transformational System and your coaching, will lead them to gain the skill or behavior with the attention and focus of installing the new habit.

Finally, they work on doing the new skill, behavior or habit until it becomes natural for them without thinking about it. At that stage, willpower is not a factor and it becomes a foundational piece in their lifelong transformation.
So there you have it.

OPTAVIA is a powerful Community to empower people to change and take personal responsibility for their health and lives.

Lifestyle related disease such as heart disease, stroke and cancer accounts for over 50% of all deaths, while obesity, prediabetes and diabetes are reaching epidemic levels and spreading globally. In the U.S. over 75% of the rapidly increasing healthcare costs are associated with the growing unhealthy lifestyle and stress of our constantly changing world.1 Fewer than 5% of our adult population are fully living the habits necessary to maintain optimal health.2

Emotional mismanagement is affecting the health and wellbeing of almost everyone in this ever changing world, accelerating the onset of chronic disease and death. Helping people deal with stress and negative emotions by listening and giving them a path to better health and wellbeing has never been more in demand.

Our OPTAVIA Community is the antidote to modern living and is going to change everything.

Your decision to become an independent OPTAVIA Coach and help be part of this Community was a great one.

Now go out there and awaken your fellow humans, reach out and share and care and welcome others to our Community.

And every day, introduce people to our Habits of Health Transformational System that will change everything for them as well.

In Health,
Dr. Wayne Scott Andersen
CO-FOUNDER, OPTAVIA & INDEPENDENT OPTAVIA COACH

1 Center for Disease Control and Prevention 2013.
2 Prevention Medicine 36(5) 615-623.
Your LifeBook

Habits of Health Transformational System

This interactive journal will connect you to the Client’s journey, through your Client’s eyes. In this way, transformational skills that are already being transferred to the Client throughout the process can be observed and guided by you.

“The Introduction: Your LifeBook” and “Your Current Story: How Is Your Life?” are your opportunities to get to know your Client and for them to sense that you really care about them and are here to support and guide them.

MEDICAL DISCLAIMER:

The Company (“We”) recommends that you consult your healthcare provider prior to starting any weight loss program and during the course of your weight loss program. Do NOT use any OPTAVIA® plan if you are pregnant or under the age of 13.

Before starting a weight loss program, talk with your healthcare provider about the program, and about any medications or dietary supplements you are using, including especially Coumadin (warfarin), lithium, diuretics, or medications for diabetes, high blood pressure or thyroid conditions. Do not participate in any OPTAVIA Program until you are cleared by your healthcare provider if you have or have had a serious illness (e.g. cardiovascular disease including heart attack, diabetes, cancer, thyroid disease, liver or kidney disease, eating disorders such as anorexia or bulimia), or any other condition requiring medical care or that may be affected by weight loss.

The OPTAVIA for Teens plan is the only OPTAVIA Program appropriate for teens (13 to 17 years of age). The Optimal Weight 5 & 1 Plan® is NOT appropriate for teens, sedentary older adults (65 years and older), nursing mothers, people with gout, some people with diabetes, and those who exercise more than 45 minutes per day - if you fall into one of these categories, please consult your healthcare provider and refer to www.OPTAVIA.com and talk with your independent OPTAVIA Coach about other OPTAVIA plans that may be appropriate. For special medical or dietary needs, including food allergies, refer to our program information online, consult your healthcare provider and talk to your OPTAVIA Coach. Do not consume an OPTAVIA product if you are allergic to any of that product’s ingredients which are listed on the product packaging and on the OPTAVIA website.

We recommend drinking 64 ounces of water each day. Consult with your healthcare provider prior to changing the amount of water you drink as it can affect certain health conditions and medications.

NOTE: Rapid weight loss may cause gallstones or gallbladder disease or temporary hair thinning in some people. While adjusting to the intake of a lower calorie level and dietary changes, some people may experience dizziness, lightheadedness, headache, fatigue, or gastrointestinal disturbances (such as abdominal pain, bloating, gas, constipation, diarrhea, or nausea). Consult your healthcare provider for further guidance on these or any other health concerns. Seek immediate medical attention if you experience muscle cramps, tingling, numbness, confusion, or rapid/irregular heartbeat as these may be a sign of a more serious health condition.

For avoidance of doubt, the OPTAVIA Programs and products are not labelled, advertised or promoted for any specific medicinal purpose, i.e. treatment or prevention, implied or otherwise, of any disease or disorder, including its related conditions.

The OPTAVIA Programs, products, and any of its materials and/or information do not in any way constitute medical advice or substitute for medical treatment. As individuals may have different responses to dietary products or changes in diet, consult with your healthcare provider regarding any medical concerns.

For further information regarding this Medical Disclaimer, call Nutrition Support at 1.888.OPTAVIA or email at NutritionSupport@OPTAVIA.com.
This introduction should take your Client no longer than a day to complete. It is a good idea to assign them the job of unpacking *Your LifeBook* on your first coaching call so they can get familiar with each part of the *Habits of Health Transformational System*.

It then takes them through *Your LifeBook* and explains how it works and how it will guide them over the next year of their life. It is important that you emphasize that they will progress on this journey at their pace, but you will be here to guide them and help them make the adjustments.

You can reinforce that this is an opportunity to change at a pace that works and feels comfortable to them. And it is important to emphasize that spending the time to do this work will be well worth it, since they are building new habits, the changes they are making are built to last.

Since *Your LifeBook* is their new story, it provides a blank canvas to create and bring about what they really want in their life. It also gives them the opportunity to leave behind those things that no longer serve their health and wellbeing and start thinking, feeling and acting in a new way that helps make their transformation a reality.

**OBJECTIVE:**
The goal of the introduction is to have your Client understand what they are about to do, what the *Habits of Health Transformational System* is and each of the components. It then explains the key MacroHabits using the mason jar and shows them how important they are in creating optimal health and wellbeing.

It also sets them up with expectation for success and allows them to focus on bringing into their lives what they most desire, leaving behind the problem orientation they may have used in past.

You will then encourage them to move to the next section where they will evaluate where they are right now in order to establish their starting position for the journey.
‘Your Current Story’ should take your Client no longer than a week to complete. This is a really important time for your Client to be awakened to the current state of health they find themselves in today. They should be encouraged to spend some time and reflect on not just where they are, but also how they are thinking and feeling about their current reality. Also to observe and reflect on their current choices and connect those to their current placement in the key areas of health and wellbeing.

Also it will be important for your Client to realize that in order for them to use the road map provided by the Habits of Health Transformational System and specifically Your LifeBook’s 26 progressive Elements, it is important to develop the habit of consistent progress and engagement in order to install this new Habits of Health focus.

**OBJECTIVE**

The goal of “Your Current Story: How is Your Life” is to evaluate your Client’s old story and where it has taken them. Here we want to support them in assessing where they are so they can take the first step in creating their new life.

The objective is for them to be clear on their strengths and weakness and now is the perfect time to give them hope and direction and reassurance that they have made the right choice. We can help them become healthier and become a higher version of themselves.

Your confidence and caring will go a long way in the beginning, when they may have self-doubts and be nervous in anticipating change.

This is a great time to share transformational stories, or show your Client in their Habits of Health, Second Edition book someone that struggled and now has transformed and is living optimal health and wellbeing.

Once you have gone over where they are currently and awakened them to the fact that their life path is not fixed, you want to encourage them to start on their transformational path. It starts by being really clear why they are embarking on this new direction in the health and wellbeing which we will do in Element 01.
Element 01:  
Being Clear Why You Are Here

**OBJECTIVE**
In this first Element, the goal is for the new Client to know why they are here, understand the importance of intrinsic motivation in fueling their journey and understand why they are ready to begin now. It is important to explore why they are deciding to do this at this point and time. Is their motivation coming from within or is it because their spouse is nagging them or their doctor is scaring them into action? If so, it will be so important to awaken them as soon as possible to become focused and excited about doing it for themselves.

What can be accomplished by helping them realize the tangible improvement that can occur in their health, life and what that can mean to them?

**REFERENCE**
In *Dr. A’s Habits of Health - “Part 1.3: Are You Ready to Change?”* there is a great section on motivation and its importance in helping your Client create sustainable motivation and structure.

Within this *Coaching Guide*, in the margin of each module will be the Key Questions that you will share with your Client. They are the same questions that are at the end of each Element in *Your Lifebook* to give your Client some guidance and reflection.

When they are asked by you, this will help the Client realize that the threshold to become a Coach is based on your sharing and caring and not on a set of skills that are beyond their ability.

**WHAT’S NEXT**
You will know that your Client is ready to move on when they have identified their “WHY?” for being here and understand what they need to do to be successful.

Encourage them to keep their “WHY?” front and center every day to provide motivation and fuel for their journey. When your Client is ready to take their first step toward lifelong transformation, we recommend they work closely with their healthcare provider so that he/she is aware of the changes your Client will be making to their diet and lifestyle and can properly advise and monitor as they deem appropriate.*

*For reference, please refer to *Dr. A’s Habits of Health “Appendix A: Explanation of Habits of Health Program For Healthcare Providers*” for suggestions.
TIME: 1 WEEK

KEY QUESTIONS
Here are some questions you can explore with your Client.

1. Ask them:
   WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?
   WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?
   WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

2. Other questions you might consider asking:
   REVISIT YOUR CLIENT’S WHY, HAS ANYTHING CHANGED SINCE YOU LAST SPOKE?
   OF THE SIX HEALTHY MACROHABITS: WEIGHT MANAGEMENT, MOTION, SLEEP AND ENERGY MANAGEMENT, MIND AND SURROUNDINGS WHICH AREAS DO YOU WANT TO FOCUS ON NOW?
   IS THERE ANYTHING THAT MIGHT GET IN YOUR WAY AS YOU MAKE THESE CHANGES?

Element 02:
Knowing What You Want to Accomplish

OBJECTIVE
In this training module, the goal is for the Client to identify what they want, develop a strategy to start the process to create their desired change, and explore their readiness, confidence and willingness to engage in each of the six MacroHabits of Health.

This is your opportunity to really connect with your Client and help them begin to create the life they want, one healthy habit at a time. You can help them become clear on what they want, and determine these first areas of focus. You can support them in determining the steps they can take to get there, at their pace, with you as their guide. And, when you know what they are working towards, you’ll be connecting and building a strong relationship with them as they begin to create their new story.

WHAT’S NEXT
You will know that your Client is ready to move on when they have identified the MacroHabit areas that are important for them to focus on, and they are ready to get started and confident that they can create change.

For most of your Clients they will be starting with the weight management MacroHabit as 70% of our population is overweight. Yet even if they are focused on another key MacroHabit, encourage them to continue in Your LifeBook in sequence because they will be learning the strategies, skills and acquiring the tools to make these new habits transformational. They may, of course, jump ahead to the specific habit they are most concerned with currently and read more about it in Your LifeBook and in the Dr. A’s Habits of Health book.

Note that by now they will be using the Habits of Health App to support their eating and drinking schedule. They may be ready to talk more about STOP. CHALLENGE. CHOOSE., and you can then direct them to Element 04: Building a Healthy Mindset.
Element 03:

How Do You Create What You Want?

**OBJECTIVE**
In this training module, the goal is for the Client to learn about strategies, tools and methods they can use to help create long-term optimal health and wellbeing. They will explore the steps they want to take and feel confident to evaluate their progress and adjust along the way.

At this point, your Client has defined why they are here and what they want to create. In this Element, you’ll help them discover the tools that will bring it all to life. You can help them create and use a Structural Tension Chart, which will lead them to the installation of new healthy habits that can be sustainable in their everyday life.

As they are successful, they will feel empowered to take the next step and feel safe to evaluate their progress and adjust along the way. As their Coach, you will be learning and growing right alongside them, creating a powerful space for transformation.

**REFERENCE**
You should be familiar with *Dr. A’s Habits of Health* - “Part 1.5: The Bedrock of Transformation: Successful Habit Installation” which will crystallize your understanding of microHabits and will help you in discussing the relationship between ability and motivation and consistent daily microHabit installation.

You will also want to encourage your Client to read *Dr. A’s Habits of Health* - “Part 1.5: The Bedrock of Transformation: Successful Habit Installation” as well as make sure they are using the Habits of Health App to install their microHabits.

**WHAT’S NEXT**
You will know that your Client is ready to move on when they can describe their realistic Transformation Cycle with clarity, purpose, and clear intention.

**TIME:**
1 - 2 weeks

**KEY QUESTIONS**
Here are some questions you can explore with your Client.

1. Ask them:
   - WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?
   - WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?
   - WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

Other questions you might consider asking:
   - REVISIT YOUR CLIENT’S WHY, HAS ANYTHING CHANGED SINCE YOU LAST SPOKE?
   - Invite them to share any celebrations or issues they have encountered since you last spoke.
   - WHAT MICROHABITS DO YOU WANT TO INSTALL?
   - CAN YOU DO THEM ON NORMAL DAYS AS WELL AS THE DAYS WHEN YOU ARE SICK OR OVERWHELMED?
   - HOW WILL TOMORROW BE BETTER BECAUSE YOU HAVE BEGUN TO INSTALL THESE HABITS TODAY?
   - WHAT WILL YOUR FUTURE LOOK LIKE BECAUSE YOU HAVE INSTALLED THESE HABITS INTO YOUR DAILY LIFE?
TIME: 1 - 2 WEEKS

KEY QUESTIONS
Here are some questions you can explore with your Client.

1. Ask them:
   WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?
   WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?
   WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

2. Other questions you might consider asking:
   Invite them to share any celebrations or issues they have encountered since you last spoke.
   ARE YOU USING THE STOP. CHALLENGE. CHOOSE. PART OF YOUR HABITS OF HEALTH APP?
   ARE YOU WILLING TO SHARE SOME OF YOUR EXPERIENCES WITH ME?
   HOW CAN YOU USE CONSCIOUS BREATHING TO CREATE BETTER SITUATIONS IN YOUR LIFE?
   WHAT DOES THE DRAMA TRIANGLE MEAN TO YOU?
   WHAT DOES THE EMPOWERMENT TRIANGLE MEAN TO YOU?

Element 04:
Building a Healthy Mindset

OBJECTIVE
In this training module, the goal is for the Client to understand how the people, places and things that surround them, can be modified to serve them in creating their new story. They will realize the power and importance of self-awareness and discover the tools for building a healthy mindset.

OPTAVIA Coaches understand that we are responsible for our current health and wellbeing but oftentimes people cannot see or embrace the control they actually have on their lives. By partnering with your Client in this Element, you will be able to help them identify the things that are getting in the way of their success. Your Client will learn about tools that work to help them create distinctly different outcomes. When they take responsibility and play above the line in day-to-day situations and surround themselves with the people and things that support the life they are creating, they will find themselves becoming the dominant force in their life.

They will learn to use the powerful tool of STOP. CHALLENGE. CHOOSE. and how it creates the gap between stimulus and response. How it can be used to help catch when your Client is moving below the line and help them shift back.

Also, evaluate whether they are using the STOP. CHALLENGE. CHOOSE. part of their Habits of Health App and sharing their experiences during your coaching calls. This empowers and continues to build confidence as they live their new story.

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when they understand the power they have to take responsibility for their actions and respond appropriately to life’s situations.

They are also sharing their experiences with the Habits of Health App and how they are learning to recognize when and how to use it to make better choices.

They are becoming more open, curious, and have a desire to learn and grow.
Element 05: Optimizing Your Surroundings

OBJECTIVE

In this training module, the goal is for the Client to look at their surroundings and see opportunities to create positive change with the people, places and things that touch their world.

They will discover how to create a microHabit of healthy relationships and explore tools, resources and tips that will improve their personal relationships. They will understand the value of Community and why it is so beneficial to surround themselves with like-minded people. OPTAVIA Coaches know the value of Community because we are a thriving part of it!

For some Clients, being surrounded by the people, places and things that support them and build them up can be a bit foreign. This Element is a great opportunity for you to support them in creating optimal surroundings for their new story. We know the journey is better and honestly, a lot more fun, when you are surrounded with like-minded, like-hearted people.

You will naturally be an early part of your Client’s healthy surroundings but you will want to encourage them to invite others along for the ride!

WHAT’S NEXT

You will know that your Client is ready to move on to the next Element when they understand the value of self-awareness, can identify the relationships that do and don’t serve them on their journey and are able to perceive and avoid potential pitfalls to their success along the way.

Also, depending on their openness, this is a great time to have them learn more about emotional management by exploring Dr. A’s Habits of Health - “Part 1.6 and 1.7.” As well as Element 23, if they are ready to play in the deep end of the pool.

We hope that your Client is also engaged in our OPTAVIA Community and is beginning to feel the support that surrounds them.

TIME: 1 - 2 WEEKS

KEY QUESTIONS

Here are some questions you can explore with your Client.

1. Ask them:

   WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?

   WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?

   WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

   WHAT DOES HEALTHY COMMUNITY MEAN TO YOU? DO YOU CURRENTLY HAVE ONE?

2. Other questions you might consider asking:

   Invite them to share any celebrations or issues they have encountered since you last spoke.

   WHO ARE THE LIKE-MINDED PEOPLE YOU WANT TO SPEND TIME WITH?

   HOW CAN YOU RESPECTFULLY RESPOND TO PEOPLE IN YOUR LIFE WHO AREN’T SUPPORTIVE?

   WITH INCREASED SELF-AWARENESS, WHAT ARE SOME THINGS YOU CAN DO TO PREVENT SITUATIONS FROM GETTING OUT OF CONTROL?
Element 06:
Your Path to a Healthy Weight

OBJECTIVE
In this training module, the objective is to help the Client set a goal to reach a healthy weight for life. They will explore the phases of weight management, determine where they are and learn new habits to help them achieve their goal.

As their OPTAVIA Coach, you have the opportunity to support them as they create their healthy weight, one step at a time. First, identify the phase they are in and then support them in creating their Structural Tension Chart specifically for weight management.

They will define their secondary choices with a focus on creating long-term health and you will be there to support them along their journey.

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when they can vividly describe what their healthy weight will look and feel like, and define why it is so important for them to get there.

They are now awakened to what they can do, because they know where they are going.

As your Client creates plans to reach a healthy weight, make sure they consult with their healthcare provider prior to starting any weight loss program.
Element 07:
Creating a New Leptogenic World

OBJECTIVE
In this training module, the goal is to support the Client in making simple and yet powerful changes in their surroundings to make it easier for them to make healthy choices. This Element will help them connect time and place with their food choices to optimize health and to explore and implement strategies to adjust their surroundings to create their leptogenic (causing weight loss) world. And best of all, your Client will feel amazing while making these changes!

The changes they will make, as a result of this Element, are simple and impressive. As they consciously and purposely focus on creating long-term health, they are ridding their pantry, refrigerator and freezer of the items that don’t support them on their journey. In addition, you can help them implement strategies that can make their choices sustainable over time; whether dining in or dining out, they are choosing to create an environment in which they will thrive.

In this Element they will be making significant changes that support the creation of their long-term health. Your presence as their OPTAVIA Coach will support and affirm them every step of the way.

WHAT’S NEXT
You will know that your Client is ready to move on when they have identified and acted on the immediate changes they can make in creation of their new leptogenic world and realize the benefits and rewards of doing so.

Also, make sure they are starting to understand that we are going to build an integrated clock which will help them install the habits of choice and environment that will support long-term success. We will develop this idea more in the Element 08.

Your Client can now take action to create a healthier environment - it’s a huge step towards their optimal health and wellbeing.

TIME:
1 WEEK

KEY QUESTIONS
Here are some questions you can explore with your Client.

1. Ask them:

   WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?

   WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?

   WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

2. Other questions you might consider asking:

   Invite them to share any celebrations or issues they have encountered since you last spoke.

   WHAT ARE THE MOST IMPORTANT AREAS THAT YOU WILL NEED TO FOCUS ON IN CREATING YOUR NEW LEPTOCENIC WORLD?

   DOES THE POWER OF THE HABITS OF HEALTH CLOCK MAKE SENSE IN IMPROVING YOUR HEALTH?

   WHAT WILL YOU BE ABLE TO DO BECAUSE YOU ARE MAKING THESE CHANGES?
Element 08:

Learning to Eat Every Three Hours

**OBJECTIVE**

In this training module, the goal is to help the Client see eating every three hours as the key to reaching a healthy weight.

They will understand why it’s important, utilize the Habits of Health clock to create a Fueling plan and explore the way they can install this vital healthy habit. As their OPTAVIA Coach, you have the opportunity to help your Client understand the purpose and the convenience of fueling every three hours.

This Element will help connect them with the why, when and how of living within the structure and simplicity of eating every three hours. As their Coach, you can help them implement the tools and strategies that will make this a reality in their life.

**WHAT’S NEXT**

You will know that your Client is ready to move on to the next Element when they understand the importance, have a plan and are eating every three hours.

While this new structured eating approach may seem challenging at first, they will appreciate the simplicity and structure once they are in the rhythm.

One of the most important Elements of eating every three hours is that it is a very sustainable behavior. And as long as it is combined with portion control and healthy Fuelings, it becomes easy to reach and maintain a healthy weight.

Many fad diets have no track record of sustainability and as most restrictive diets have a tendency to break down over time, we focus on long-term success by introducing habits that are sustainable.
Element 09:

How Do You Use Fuelings to Reach a Healthy Weight?

OBJECTIVE

In this training module, the goal is to help the Client reinforce the value and simplicity of using OPTAVIA Fuelings to eat every three hours, create a simple and convenient plan for doing so during the weight management phase of the Client journey, and also understand the value and timing of eating whole foods.

In this Element, you will help your Client understand the long-term benefits of our Optimal Weight 5 & 1 Plan®, or one of the other OPTAVIA plans. Reinforce how these tools empower them on their journey, the importance of their Lean & Green meal, and the convenience of a schedule that supports their goals.

Your experience and knowledge as an independent OPTAVIA Coach will be of great value to them as they continue to create their story.

WHAT’S NEXT

You will know that your Client is ready to move on when they feel confident in their desire and ability to fuel their body every three hours.

Also your Client can jump forward to Element 11 if they have their Fuelings and need to go shopping for their Lean & Green, but encourage them to learn more about the critical role of healthy hydration in Element 10 as they start their optimal health journey.

OPTAVIA recommends your Client consult with their healthcare provider prior to starting any weight loss program if they haven’t done so already.

KEY QUESTIONS

Here are some questions you can explore with your Client.

1. Ask them:

WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?

WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?

WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

Other questions you might consider asking:

 Invite them to share any celebrations or issues they have encountered since you last spoke.

HOW WILL YOU USE OPTAVIA FUELINGS ALONG YOUR JOURNEY TO OPTIMAL HEALTH?

WHAT IS YOUR DAILY SCHEDULE FOR FUELING YOUR BODY?

HOW WILL THIS APPROACH TO FUELING YOUR BODY HELP YOU REACH YOUR HEALTH GOALS?

WHAT WILL SUCCESS LOOK LIKE?
Element 10:
The Key Role of Hydration in Reaching a Healthy Weight

OBJECTIVE
In this training module, the goal is to help the Client discover some of the important factors to pay attention to while they are reaching their healthy weight. You can help them realize the importance of water on their journey to optimal health, identify the best ways to hydrate during weight loss and provide them with tools to plan and track their hydration as it develops into another healthy habit.

As their OPTAVIA Coach, you know that drinking the proper amount of water is vital to weight loss, but it is important to note that too much water can be harmful for some people. Be sure you are encouraging your Client to follow OPTAVIA’s recommended guidelines of 64 oz. of water each day.*

Your ability to ask inquisitive questions to determine how they are progressing in this area will help them make this healthy habit a reality every day.

Another important emphasis is making sure your Client is using the Habits of Health App to track their daily water intake and building the habit of daily hydration.

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when they understand the vital role hydration plays in their health. They are drinking 64 oz. of water on a consistent daily basis.

Have you helped remind them to drink enough water?

Also making sure they are becoming familiar and using their Habit of Health App to track their microHabit installation. In Element 11 we will help them learn how to pick healthy foods for their Lean & Green.

*OPTAVIA recommends drinking 64 ounces of plain water each day. Talk with your healthcare provider prior to changing the amount of water you drink as it can affect certain health conditions and medications.
Element 11:

How Do You Eat Healthy Beyond Fuelings?

**OBJECTIVE**

In this training module, the goal is to support the Client as they are learning to eat healthy and when buying food as they are zoning in on reaching their healthy weight. They will understand the importance of their Lean & Green meal and discover how to create a new four part shopping list that supports their Habits of Health transformation.

As their OPTAVIA Coach, you’ll want to help them see the Lean & Green meal as their first step towards making healthy food choices.

How are they doing so far?
Are there opportunities to be more structured?
Are there opportunities to explore more variety with their Lean & Green?

Consider how you can best support them on this phase of their journey to optimal health. Make sure they are aware that the Habits of Health App can help them make the best choices by having the Lean & Green lists at their fingertips.

**WHAT’S NEXT**

You will know that your Client is ready to move on to the next Element when they are having sustainable success with their Lean & Green meal, understanding the purpose while also having the ability to execute it daily. They are also more comfortable shopping for healthy things and realize that they “buy” their willpower at the supermarket.

And they have their Habits of Health App to guide their choices with them at all times until healthy eating becomes second nature™.

**TIME: 1 WEEK**

**KEY QUESTIONS**

Here are some questions you can explore with your Client.

1. Ask them:

   WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?

   WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?

   WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

   Other questions you might consider asking:

   Invite them to share any celebrations or issues they have encountered since you last spoke.

   ARE THE CHOICES YOU ARE MAKING NOW SUSTAINABLE FOR YOUR EVERYDAY LIFE?

   WHAT IS WORKING THAT YOU NEED TO KEEP DOING?

   WHAT ADJUSTMENTS DO YOU NEED TO MAKE AT THIS TIME?
Element 12:

Optimizing Your Success in Reaching a Healthy Weight

OBJECTIVE
In this training module, the goal is for the Client to understand and eliminate any confusion they may have about some of the important restrictions that are necessary while reaching their healthy weight. This Element will clarify some important guidelines, help your Client understand why the system works the way it does, and introduce a checklist they will begin using for success.

As their OPTAVIA Coach, your Client has most likely inquired as to why they can’t have fruit while on plan. You may have also been asked why we recommend that they potentially reduce their physical activity when they are getting started on plan. You may also have been asked about whole foods vs. Fuelings.

This Element will clear up any questions your Clients have about these topics! Your role as their Coach is to confirm their understanding and look forward to the place in their journey where these things will, again, become a part of their everyday lives.

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when they understand why and how the Program works the way it does and anticipate when fruit, increased activity and additional whole foods will have a larger role in their life.

This is also a good time to review approximately how long they will be in this weight loss phase and why they should continue to progress in their Elements. It is so important that they are learning how Dr. A’s Healthy Eating System will empower them to be able to eat healthy beyond the weight loss phase.

In Element 13, we will address the importance of tracking their progress as they continue on their journey to optimal health and wellbeing.
Element 13:

Track Your Journey To A Healthy Weight and Beyond

OBJECTIVE
In this training module, the goal is to provide the Client with tools to assess how they are doing on a daily, weekly and monthly basis.

They’ll be able to measure their progress as they advance on their path to better health and wellbeing. As their OPTAVIA Coach, this Element is your opportunity to help them develop the habits of measuring their progress as these habits become ingrained in their daily life.

You can help them see the value and hold them accountable to using weekly and monthly trackers and the progress ruler, allowing them to stay organized and adjust as they create their new story.

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when they are consciously and confidently tracking their progress and able to adjust as needed.

You may also need to help them go to the habitsofhealth.com to download both the cover sheets and log pages and set up their daily, weekly or monthly tracking logs.

KEY QUESTIONS
Here are some questions you can explore with your Client.

1. Ask them:
WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?
WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?
WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

2. Other questions you might consider asking:

Invite them to share any celebrations or issues they have encountered since you last spoke.

HAVE YOU GONE TO HABITSOFHEALTH.COM AND DOWNLOADED YOUR TRACKING LOGS?
ARE YOU STARTING TO USE HABITSOFHEALTH.COM AS A VALUABLE RESOURCE AND SUPPORT TOOL?
HOW CAN THESE TRACKING TOOLS HELP YOU CREATE A DIFFERENT OUTCOME IN YOUR LIFE?
HOW WILL YOU ADJUST YOUR BEHAVIORS AND CHOICES AS A RESULT OF USING THESE TRACKERS?
WHAT WILL YOU DO TODAY TO MAKE TOMORROW MORE OPTIMAL?
Element 14:

Transitioning to Eating Healthy for Life

OBJECTIVE

In this training module, the goal is for the Client to learn how to transition from Phase I of weight loss to Phase II, which focuses on learning how to eat healthy for life.

Your Client will feel empowered to make choices that can support long-term weight management and help them generate optimal health and wellbeing. They will create a transition plan that works for them because transition can be different for everyone.

Depending on how long your Client has been in the weight loss phase of the program, your Client may be unsure of how to transition. With you as their guide, this Element will support them in understanding the process of transition and how to create a plan that works for them.

In this phase, your Client is likely to have questions. Your ability to come alongside and support them at this time is a great opportunity to show them how much you care about their long-term success as they transition to optimal health.

WHAT’S NEXT

You will know that your Client is ready to move on to the next Element when they are ready to transition in a way that works for them.

An important point during this time is to make sure you help alleviate your Client’s apprehension about transitioning to eating all types of healthy food.

They will soon be equipped with the knowledge and support they will need to be successful. That’s what we will do in the next few Elements!
Element 15:
How to Eat Healthy for Life

OBJECTIVE
In this training module, the goal is to introduce the Client to Dr. A’s Healthy Eating System, share strategies for portion control as well as quick and easy tools for healthy eating and for them to take the time to identify pitfalls and solutions to dining out.

As their OPTAVIA Coach, you will help them connect to the practical application for the Healthy Eating System that is supported by tools, such as the nine-inch plate system, portion control guidelines, color-coded shopping charts and an increased understanding of the glycemic index.

As you coach them into this phase on their path to their optimal weight, you will be able to share tips and encouragement that will support them on their journey. They will be gaining confidence and feel empowered as they learn how to create healthy eating habits that can last a lifetime. And if they have questions, you can help support them along their journey.

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when they understand how they can eat healthy for life and embrace the tools and strategies to do so. They will feel confident in how to navigate cooking all types of food and also dining out. And of course, they are focused and successful in maintaining their healthy weight.

In Element 16, we will help increase our Client’s vigilance by reviewing the seductive nature of processed food and your Client’s susceptibility to its addictive powers. This will remind your Client that it is very important to stay away from these ultra-processed unhealthy foods in the future.

TIME: 2 – 4 WEEKS

KEY QUESTIONS
Here are some questions you can explore with your Client.

1. Ask them:
WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?
WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?
WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

Other questions you might consider asking:
HOW ARE YOU DOING WITH YOUR TRANSITION PLAN?
Invite them to share any celebrations or issues they have encountered since you last spoke.

HOW WILL THE STRATEGIES, SKILLS AND TOOLS IN THIS ELEMENT HELP YOU CREATE A DIFFERENT OUTCOME?

WHAT PITFALLS WILL YOU NOW BE ABLE TO AVOID AND HOW WILL YOU DO THAT?

Confirm their understanding that Dr. A’s Healthy Eating System simulates use of the Fuelings by creating portion control, low-glycemic choices and balanced meals that keep the body in a dynamic state of energy management.
TIME: 1 WEEK

KEY QUESTIONS
Here are some questions you can explore with your Client.

1
Ask them:
WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?

WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?

WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

2
Other questions you might consider asking:

Invite them to share any celebrations or issues they have encountered since you last spoke.

WHAT'S NEXT
You will know that your Client is ready to move on to the next Element when they understand the danger of addictive foods, how susceptible they are personally and how to respond when faced with an unhealthy option or situation.

Element 16:
Dealing With Addictive Food

OBJECTIVE
In this training module, the goal is for the Client to explore the danger of addictive food, identify their personal susceptibility to these addictive foods and reinforce the importance of using the portion control plate system.

As their OPTAVIA Coach, you know that addictive food is everywhere. And when you encourage your Client to take the Habits of Disease Food Susceptibility Quiz (Your LifeBook; pg. 322), they can begin to use STOP. CHALLENGE. CHOOSE. when they find themselves being tempted.

You have seen your Client come so far in their journey and these modules will reinforce the importance of portion control, healthy eating habits and the ability to see patterns of addiction, should they begin to reemerge.

During this time, you can help your Client by being an encouraging and affirming source of support.

WHAT'S NEXT
You will know that your Client is ready to move on to the next Element when they understand the danger of addictive foods, how susceptible they are personally and how to respond when faced with an unhealthy option or situation.

TIME:
1 WEEK

Element 16:
Dealing With Addictive Food

OBJECTIVE
In this training module, the goal is for the Client to explore the danger of addictive food, identify their personal susceptibility to these addictive foods and reinforce the importance of using the portion control plate system.

As their OPTAVIA Coach, you know that addictive food is everywhere. And when you encourage your Client to take the Habits of Disease Food Susceptibility Quiz (Your LifeBook; pg. 322), they can begin to use STOP. CHALLENGE. CHOOSE. when they find themselves being tempted.

You have seen your Client come so far in their journey and these modules will reinforce the importance of portion control, healthy eating habits and the ability to see patterns of addiction, should they begin to reemerge.

During this time, you can help your Client by being an encouraging and affirming source of support.

WHAT'S NEXT
You will know that your Client is ready to move on to the next Element when they understand the danger of addictive foods, how susceptible they are personally and how to respond when faced with an unhealthy option or situation.
Element 17:

How Do You Become a Perpetual Motion Machine?

OBJECTIVE
In this training module, the goal for the Client is to learn the importance of increasing their activity level, discover new ways they can increase their activity level, and explore how the Habit of Healthy Motion can be a part of their new story.

You know that exercise is essential to disease prevention and now it’s time to help your Client discover what movement and activity level is going to be best for them.

Does their lifestyle require a lot of sitting? **NEAT** is so great because you can help them come up with fun ways to resist gravity and increase their activity until they can truly engage in the Habit of Healthy Motion.

Consider what they are doing now. What would they like to be able to do? You can help them begin from where they are and build up to the healthy activity that is just right for them!

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when they understand the importance of increasing their activity level and have a plan for doing so.

As they become more focused on their daily motion you can help them (if they are interested) figure out their daily increase in calorie expenditure by going to the calorie charts on [habitsofhealth.com](http://habitsofhealth.com).

TIME: 1-2 WEEKS

KEY QUESTIONS
Here are some questions you can explore with your Client.

1. **Ask them:**
   WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?
   WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?
   WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

2. Other questions you might consider asking:
   Invite them to share any celebrations or issues they have encountered since you last spoke.
   WHAT ARE YOU DOING NOW? WHAT WOULD YOU LIKE TO BE ABLE TO DO?
   WHAT OPPORTUNITIES DO YOU SEE TO INCREASE YOUR ACTIVITY LEVEL IN YOUR DAILY LIFE BASED ON WHAT YOU’VE LEARNED ABOUT NEAT?
   HOW ARE YOU USING THE NEAT ACTIVITY CHARTS TO INCREASE YOUR DAILY MOTION?
Element 18:

Exercise is Your Gift to Yourself

OBJECTIVE
In this training module, the Client will discover Dr. A’s scheduled exercise plan, beginning with a structured brisk walking program, to help them prepare for their graduate degree in movement.

They will position themselves to achieve the three core goals of Dr. A’s Habits of Motion System and explore what a typical week of exercise will look like. Now is the time to get your Client excited about Exercise Activity Thermogenesis (EAT)!

With planned, purposeful, focused exercise, their overall fitness can improve. They can work through the three progressive levels at their pace, based on where they are starting. Having you as their OPTAVIA Coach will provide them with the support to create a plan that is tailor-made for them.

This is a very exciting leg of their journey!

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when they understand EAT, know where they are starting and get into motion and progress confidently from one level to the next.

Make sure they discuss their plans for exercise with their healthcare provider before starting a new regimen. Also, make sure your Client knows there are exercise videos in the habitsofhealth.com resource section!
Element 19:

How Do You Create Healthy Sleep and Unlimited Energy?

**OBJECTIVE**

In this training module, the goal is for the Client to focus on optimizing their sleep and energy management so they are optimizing their mind, including their thoughts, feelings and brain function.

They will understand why sleep is so important and build a Habits of Health Sleep and Energy Clock that is perfect for them.

They can also create their model morning ritual. What are your Client’s current sleep habits? Do they have unlimited energy or do they crave more rest?

When you support your Client in creating a schedule by using the Sleep and Energy Clock, they will be able to find a rhythm to their day that now includes fueling and rest, which supports the model morning and dedicated twilight hour. Our circadian rhythm controls over 99% of our DNA and this structure will give each day purpose and energy, which can create long-term optimal health, happiness and overall wellbeing.

Make sure that your Client is using the sleep logs, which can be downloaded from habitsofhealth.com, to become a student of their sleep, energy and productivity management.

**WHAT’S NEXT**

You will know that your Client is ready to move on to the next Element when they understand the importance and benefits of healthy sleep, they know how to create a plan that will allow them to get more sleep and most importantly, they are tracking better sleep and improved energy throughout their day.

**TIME:** 2 – 4 WEEKS

Spend time to help them build a transitioning ritual to move from Go to Slow each evening using the example provided. This can become their customized Twilight Hour. Do the same to create a wake up Slow to Go with a ritual to begin their day right and create the Model Morning. As an integral part of the Habits of Health Clock, your Client will start accomplishing what is most important to them and build in the habit of more optimal days.

**KEY QUESTIONS**

Here are some questions you can explore with your Client.

1. Ask them:
   - WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?
   - WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?
   - WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

Other questions you might consider asking:

Invite them to share any celebrations or issues they have encountered since you last spoke.

HAVE YOU DETERMINED WHEN YOUR 8 HOURS OF HIGH QUALITY SLEEP STARTS?

ARE YOU PREPARED TO BUILD THE OTHER KEY HABITS INTO YOUR SLEEP AND REST CYCLE?

WHAT DO BRIGHT LINE CURFEWS MEAN TO YOU?

WHAT ACTIONS WILL YOU TAKE TO CREATE THEM?
Element 20:

Maximizing Your Anti-inflammation Protection

OBJECTIVE
In this training module, the goal is for the Client to explore why their immune system is so important to their optimal health. At this point in Your LifeBook, the Client should be intrinsically motivated to take an even bigger role in their health and wellbeing.

We started having the Client do more of their own reading in the previous chapters and that will continue throughout the rest of Your LifeBook to make sure that we are helping them develop mastery over their own health and wellbeing.

REFERENCE
This module is designed for them to read Dr. A’s Habits of Health - “Part 2.14: Inflammation: Dousing the Flame” in order to answer the questions presented in this Element.

Your Client will identify where and how inflammation could be showing up in their life and evaluate opportunities to reduce inflammation in their environment. You can help your Client understand the importance of inflammation and how it impacts their overall health. Are there external factors that are causing unnecessary inflammation? What foods are they eating that they might need to eliminate?

When you help them identify what they can change to reduce inflammation, they can take great steps forward in their journey to optimal health.

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when they understand how inflammation affects their overall health and how they can reduce it.

Are they eating lots of healthy fruits and vegetables? This will set up the discussion for Element 21 where we will determine how they might add supplements to optimize their health trajectory.
Element 21:

Do You Need to Supplement?

OBJECTIVE
In this training module, the goal is for the Client to look at their body’s changing needs as we advance on our journey over time and learn to adapt along their path to better and more vibrant health. They will explore why supplementation is important and how it can work for them. They can create an individualized, targeted plan that brings them into better balance and augments their health for optimal living.

As your Client looks forward to optimal health and the potential for longevity, it’s important that they understand the importance, timing and purpose of supplementation.¹

Do they understand the difference between medications and nutritional supplements?

What are they currently doing to ensure that they are receiving the nutrients they need in their daily diet?

What additional nutritional support opportunities arise for them?

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when they understand the importance of supplementation and have an action plan for adding it to their daily diet.

Make sure they discuss with their healthcare provider before starting any new regimen.

KEY QUESTIONS
Here are some questions you can explore with your Client.

1. Ask them:

WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?

WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?

WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

2. Other questions you might consider asking:

Invite them to share any celebrations or issues they have encountered since you last spoke.

ARE YOU USING OMEGA 3’S AND TAKING A MULTIPLE VITAMIN DAILY?

HAVE YOU HAD YOUR HEALTHCARE PROVIDER (HCP) ORDER A HS-CRP?

This is a sensitivity test to measure their level of inflammation (Dr. A’s Habits of Health - “Part 2.14;” pg. 429) and if it is elevated they should talk to their healthcare provider about increasing the levels of antioxidants they are consuming either through fruits, vegetable, and healthy proteins or if they should consider supplementation.

³No one can predict how long we are going to live, but research suggests that making an overall lifestyle change by taking an active role in your choices and behavior, including losing weight, eating healthier, moving more and reducing stress, has the potential to help you live a longer, healthier life.
Element 22:
Creating Optimal Wellbeing

OBJECTIVE
In this training module, the goal is to help the Client define what really matters to them at this point in their life by exploring where they are on the Fulfillment Success Continuum and help them feel empowered to write their story.

Is your Client currently just going through the motions in their life?
Are they successful?
Are they fulfilled?
Do they understand the difference between the two?

When you support them in the exploration of the **Fulfillment Success Continuum**, you’ll be giving them the opportunity to discover what is most important to them.

What are they passionate about?
What meaningful activities do they enjoy?
Are they doing what they love and loving what they do? If not, why?
What do they need to do to begin writing a story they are excited to live out?

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when they have identified which quadrant they currently occupy on the Fulfillment Success Continuum and can identify things they can do to begin writing the story of their dreams.

Also, as you connect authentically and cultivate trust, this is a good time to explore coaching if they are lacking fulfillment and success in their life.

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**KEY QUESTIONS**
Here are some questions you can explore with your Client.

1. Ask them:
   WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?
   WHAT CURRENTLY BRINGS PURPOSE AND VALUE INTO YOUR LIFE?
   ASK THEM ABOUT THEIR SCORE ON THE FAILURE-SUCCESS CONTINUUM AND THEN ON THE FULFILLMENT DEPRESSION CONTINUUM AND IN WHAT QUADRANT DO THEY INTERSECT?
   WHICH AXIS WILL MOVE THEM THE FASTEST IN TO THE THRIVING QUADRANT (FULFILLED AND SUCCESSFUL)?

2. Other questions you might consider asking:
   Invite them to share any celebrations or issues they have encountered since you last spoke.
   WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

TIME:
1 - 2 WEEKS
Element 23:
Master Your Thoughts and Emotions

OBJECTIVE
In this training module, the goal for the Client is to determine their readiness to step onto a conscious path that will move them from an ego or self-orientation to one of being more social and in service of mankind. If they desire, they will be able to move from me to we. Your Client will learn how to create a window of tolerance that will allow them to maintain internal stability despite what the world throws at them.

Your Client will also have the opportunity to explore the role of their emotions and learn to manage and master how emotions can be channeled to help us create optimal health and wellbeing. Maybe it’s time for your Client to play in the deep end of the pool. Yet they must decide this for themselves because their ego will fight for its life and they can turn on you if you do not handle this in a highly autonomy supportive way. Make sure they decide they are ready. We know that life can be volatile and when we react with rigidity or chaos, we are not creating a vibrant and healthy life. You can help your Client move forward by exploring their current approach to life.

Are they open minded and seeking growth? Or are they closed to new thoughts and ideas? How do they currently handle their emotions? Where do they struggle? Help your Client become more aware of their emotions and what happens when they feel these emotions. With increased awareness, they will be able to identify opportunities to learn and move through the emotions with purpose and intention.

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element when you can see them using STOP. CHALLENGE. CHOOSE. in earnest, they are becoming more aware of their emotions and they are improving at being able to respond in a way that creates a positive outcome.

We introduced this topic back in Your Lifebook, “Element 04: The Healthy Mindset,” but then we focused mostly on creating a gap between stimulus and response to prevent irrational unhealthy behavior when our emotions are activated. If you can work with your Client with the intent of mastering this Element, you can widen your Client’s perspective and give them a powerful tool to create health and wellbeing. This is powerful and sets the stage for your Clients’ journey to have the capability to reach a higher level of consciousness which we will provide the blueprint for in Element 24.

TIME: 2 – 4 WEEKS

KEY QUESTIONS
Here are some questions you can explore with your Client.

1
Ask them:
WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?
WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?
WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?

Other questions you might consider asking:

Invite them to share any celebrations or issues they have encountered since you last spoke.

Ask them to describe an emotion they felt recently. And then:

HOW DID YOU RESPOND TO IT?
HOW COULD YOU RESPOND DIFFERENTLY NEXT TIME?
Element 24:
Your Journey to Higher Consciousness

OBJECTIVE
In this training module, the Client can grow, learn and develop their consciousness if they so desire. They will learn about the four levels of consciousness, decide what is truly important to them and have a platform to bring that into being.

As their OPTAVIA Coach, your experience with the four levels of consciousness will help you work with your Client to identify where they currently are and become more aware of what they can do to move forward in this area.

Helping them understand the behaviors that show up in each of the four levels will help them create an overall awareness of how they are showing up in a variety of situations with the opportunity to improve using proven methods and tools.

Your Client can be empowered to grow in an area of their life that can oftentimes be overlooked, but remains crucial to their overall health and wellbeing.

WHAT’S NEXT
You will know that your Client is ready to move on to the next Element once he/she recognizes their current level of consciousness and has identified what they need to do to advance to the next level.

Your job is to then assist them in growing and mastering their thoughts and emotions, which will take time and require going to the mental gym.

An important note for you here is you cannot help someone go to the level beyond where you currently are yourself. It will be important for you to work with your mentorship team to play above the line, be open, curious and seek growth so that you can stay ahead of your Clients.

Remember, your Clients will be at the very beginning of their journey so you have plenty of time to work on yourself and stay ahead of those that you are guiding!
Element 25:

Habits of Longevity

**OBJECTIVE**
In this training module, the goal is to help the Client focus on what will potentially enhance their chances of living longer* by adopting certain key behaviors and exploring the habits of those who have lived longer and healthier lives.

Your Client will understand the importance of a Healthy Mind and how it relates to overall longevity and devise an action plan of what they can do today to make Dr. A’s Longevity Plan work for them.

As their OPTAVIA Coach, this is a great time to connect your Client to some powerful things they can do now that have the potential to create longevity in their life.

Your ability to curiously ask how they will implement what they have learned in this Element will help them continue to install new and powerful habits.

**WHAT’S NEXT**
You will know that your Client is ready to move on to the next Element when they understand the opportunity for long-term health and longevity and know what that can look like for their life.

And they have taken seriously and acted on the seven steps that have been outlined that can make an immediate difference in their risks for disease and early demise.

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*No one can predict how long we are going to live, but research suggests that making an overall lifestyle change by taking an active role in your choices and behavior, including losing weight, eating healthier, moving more and reducing stress, has the potential to help you live a longer, healthier life.

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**TIME: 2 – 4 WEEKS**

**KEY QUESTIONS**
Here are some questions you can explore with your Client.

1. **Ask them:**
   WHAT DOES THIS ELEMENT MEAN TO YOU RIGHT NOW?
   WHAT DOES THIS ELEMENT GIVE YOU THE OPPORTUNITY TO REFLECT ON?
   WHAT ACTIONS ARE YOU GOING TO TAKE AS A RESULT OF THIS ELEMENT?
   WHAT ROLE DOES COMMUNITY PLAY IN HELPING YOU CREATE LONGEVITY IN YOUR LIFE?

2. Other questions you might consider asking:
   Invite them to share any celebrations or issues they have encountered since you last spoke.
   WHAT CAN YOU DO NOW THAT YOU COULD NOT DO WHEN YOU STARTED CREATING YOUR NEW STORY?
   WHAT PERSONAL GROWTH ARE YOU MOST PROUD OF?
   WHAT DO YOU STILL WANT TO ACCOMPLISH?
   HAVE YOU TAKEN THE STEPS OUTLINED TO BEGIN THE BASIC ACTIONS AND MODIFY UNHEALTHY BEHAVIORS?
Element 26:

Ultrahealth: Living Longer Full Out

OBJECTIVE
In this training module, we will outline some of the key habits of Ultrahealth.

The Client will feel empowered to create their progressive plan for Ultrahealth and learn more about how they can work on their brain health.

By now, your Client is feeling confident in their ability to affect change in their health based on all they have achieved so far. Your Client’s healthy reality has been realized and they are excited to get started on the next leg of their journey.

This is a great opportunity to celebrate and help them envision the next steps in their lifelong transformation.

WHAT’S NEXT
In the last section of this Element, we talk about the rite of passage that Inga Treitler discusses as someone undergoes a lifelong transformation.

This, along with the discussion on support structure, will open up the opportunity to discuss joining our OPTAVIA Community as an independent OPTAVIA Coach if they have not already joined us.
OBJECTIVE

As we complete what should be close to a year in the transformation of your Client’s health and wellbeing, this is a wonderful opportunity to assess how their new story shows up in terms of measurement to where they started almost 12 months ago.

We will have them do the Wellbeing Evaluation and you can have them go to habitsofhealth.com and take the more elaborate ‘Habits of Health Assessment’. This offers you an opportunity to celebrate the areas where they have excelled and discuss any areas that are still a work in progress.

Hopefully they have either already decided to become an independent OPTAVIA Coach or are totally connected to our OPTAVIA Community, are using all of our components and are continuing their journey.

If they have reached optimal health and wellbeing, you can suggest they continue on towards Ultrahealth once they have gotten the ‘OK’ from their healthcare provider.

WHAT’S NEXT

Dr. A closes Your LifeBook with a fairly appealing offer for the Client to join us.

Make sure you spend some time discussing the advantages for their own journey and helping us with our mission either as an integrated Client or as an independent OPTAVIA Coach.