Individual Action Plan
Worksheet
The Center for Professional Health
Vanderbilt University Medical Center

The Vanderbilt Center for Professional Health (CPH) was established in 1998. Our mission is to provide education and training to physicians and other healthcare professionals and promote professionalism, professional health and wellness. Our core values are to promote professionalism and the professional health and wellness of faculty members and to provide services and resources to healthcare providers and institutions.

Author:
Charlene M. Dewey, M.D., M.Ed., MACP (Corresponding Author)
Assistant Dean for Educator Development and Director, Educator Development Program
Co-Director, Center for Professional Health and Chair, Faculty Wellness Committee
Professor, Medical Education and Administration
Professor, Internal Medicine and Public Health
Vanderbilt University Medical Center

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For more information contact us at:

Center for Professional Health
1107 Oxford House
Nashville, TN 37232-4300
615-936-0678 (phone)
615-936-0676 (fax)
cph@vumc.org
https://ww2.mc.vanderbilt.edu/cph/
Individual Action Plans

Directions:
This action plan is designed to help you reflect, learn, and plan/act to assure your chances for a successful and enjoyable retirement. Please complete the reflection and learning portions immediately after each section.

Within the next 2-3 days, set aside about an hour for each topic and complete the planning/action items at home, preferably with your spouse/significant other.

General Retirement Questions

1. Current age: ________ Age you plan to retire: ________ Years to retirement: ________
2. Have you initiated a retirement plan? □ Yes □ No
3. Estimate your level of comfort with retirement issues. □ Excellent □ Good □ Fair □ Poor
4. Describe your fears and concerns around retirement.
5. Describe your optimal retirement goals.
6. Describe what you need to achieve your goals.
7. List who will be involved in your retirement planning/retirement living.
Retirement Savings and Budgeting

1. Do you have a prepared financial plan for retirement? □ Yes □ No
   □ If yes, describe your financial plans for retirement.

2. What financial company are you currently investing with?
   □ Fidelity □ Vanguard □ Don’t know
   □ VALIC □ TIAA-CREF □ Other _______________

3. How familiar are you with the company and the investment options they offer?
   □ None □ Little □ Some □ Very

4. Have you had an individual meeting with your representative? □ Yes □ No
   If no, contact your financial institution representative to schedule an appointment. Write your representative’s name and your appointment date/time here: Name: ____________________________ Date/Time: ______________

5. Will your portfolio allow for a retirement plan that meets your current retirement needs (food, shelter, health care, and taxes)? □ Yes □ No

6. Select all the items currently in your portfolio. Is it a balanced portfolio? □ Yes □ No
   □ Cash □ Stocks □ Bonds □ CDs □ 401K □ Roth IRA □ Mutual funds □ Other

7. List two things you learned in the session.

8. Based on today’s presentation, list what you need to do to improve your retirement planning. For more information on retirement savings and budgeting, refer to the retirement guide.

Once at home, set aside one hour to complete the following tasks.
1. Calculate your current annual budget needs. $ ____________/mo or $ ____________/year
   http://www.aarp.org/money/budgeting-saving/home_budget_calculator/
2. Add up your total assets. $ ____________
3. Print or view a copy of your pay stub from the last pay cycle.
4. Estimate your social security income during retirement. $ ____________/mo
   http://www.aarp.org/work/social-security/social-security-benefits-calculator/
5. Calculate your estimated retirement savings using the on-line tool at:
   http://www.aarp.org/work/retirement-planning/retirement_calculator/
6. Write your current estimated retirement savings. $ ____________
7. What will you need to do to reach the financial freedom you wish in retirement?

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Healthcare Coverage: Medicare

1. Who are you currently covering on your health insurance? (Check all that apply)
   - Self
   - Spouse
   - Children
   - Other

2. Are you eligible for Medicare? □ Yes □ No

3. How familiar are you with the Medicare options Part A, B, and D?
   - None
   - Little
   - Some
   - Very

4. How familiar are you with the Medicare Advantage (Part C) options?
   - None
   - Little
   - Some
   - Very

5. If you plan to work past age 65-67, will you keep your employer’s insurance as a primary or secondary?
   - Primary, make sure Medicare knows you have a primary insurance.
   - Secondary, make sure to sign up for Medicare Part A&B.

6. List at least two things you learned in the session.

7. Based on today’s presentation, list what you need to do, and how you will change your retirement planning in order to meet your insurance coverage goals. For more information on health care during retirement, refer to the retirement guide.

Once at home, set aside one hour to complete the following tasks.

1. If you are within 3 months of 65 years old, sign up for Medicare. http://www.socialsecurity.gov/medicareonly/

2. If eligible, sign up for MyMedicare.gov at https://www.mymedicare.gov/ - a free online secure service for accessing personalized information on your benefits and services.

Maintaining Health and Wellness

1. Describe how you feel now related to your physical, mental, emotional and spiritual health.
   a) Physical Health:
      □ Excellent, at optimal level
      □ Good, little improvement needed
      □ Fair, improvement needed    □ Poor, significant improvement needed
   b) Mental/Cognitive Health:
      □ Excellent, at optimal level
      □ Good, little improvement needed
      □ Fair, improvement needed    □ Poor, significant improvement needed
   c) Emotional Health:
      □ Excellent, at optimal level
      □ Good, little improvement needed
      □ Fair, improvement needed    □ Poor, significant improvement needed
   d) Spiritual Health:
      □ Excellent, at optimal level
      □ Good, little improvement needed
      □ Fair, improvement needed    □ Poor, significant improvement needed

2. How do you feel about seeking counseling if needed?
   □ If I need help I will ask
   □ If I need help, I may ask
   □ If I need help, I probably won’t ask  □ If I need help, I definitely won’t ask

3. In case of a medical emergency or death, does your spouse/significant other or next of kin (children, parents, other) fully understand your wishes for your end of life care and organ donation?
   □ Yes, absolutely
   □ Yes, most likely
   □ No, probably not
   □ No, definitely not

4. In case of a medical emergency or death, does your spouse/significant other or next of kin (children, parents, other) have access to your safety deposit box, computer codes, lawyer, etc.?
   □ Yes, absolutely
   □ Yes, most likely
   □ No, probably not
   □ No, definitely not

5. List two things you learned from the session.

6. Based on these answers and what you heard in today’s session, what steps do you need to take regarding your overall health now and in retirement? For more information on maintaining health and wellness in retirement, refer to the retirement guide.

Once at home, set aside one hour to complete the following tasks.

1. Complete the four physical tests to determine your fitness levels.
2. Try using an on-line brain game to help keep your brain active now and through retirement. Do you have parents that can use these games? [http://www.brainmetrix.com/]
3. Check into group activities/programs you can use now and in retirement. Add any fees to your budget.
4. Identify resources/programs at Vanderbilt you can use now before you retire.

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At Home Fitness Testing

At Home: Perform the following self-assessments on your physical wellness.

**Test 1: Upper Body:** Count how many push-ups you can do in a minute. Note your ranking. Women may do modified push-ups by starting with their knees on the ground and slightly bent.

Are you satisfied with this ranking? ☐ Yes ☐ No
If no, describe how you will improve your ranking?

<table>
<thead>
<tr>
<th># of Push-Ups</th>
<th>Rankings</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Very fit</td>
</tr>
<tr>
<td>15</td>
<td>Average</td>
</tr>
<tr>
<td>7</td>
<td>Out of Shape</td>
</tr>
<tr>
<td>&lt;7</td>
<td>Couch potato</td>
</tr>
</tbody>
</table>

**Test 2: Middle Body:** Lie down on your back. Cup your hands and place them behind your head. Do a half-sit-up and hold your body at a 45-degree angle for as long as you can. (If this exercise is a literal pain in the neck, stop immediately.)

Are you satisfied with this ranking? ☐ Yes ☐ No
If no, describe how you will improve your ranking?

<table>
<thead>
<tr>
<th>Length in Seconds</th>
<th>Rankings</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 s</td>
<td>Very fit</td>
</tr>
<tr>
<td>15 s</td>
<td>Average</td>
</tr>
<tr>
<td>7 s</td>
<td>Out of Shape</td>
</tr>
<tr>
<td>&lt;7 s</td>
<td>Couch potato</td>
</tr>
</tbody>
</table>

**Test 3: Lower Body:** This exercise is great for developing strong leg muscles.

Lean against a wall and “sit” against it with your legs bent at a 90-degree angle. Hold this position for as long as you can. (You will feel your legs burn.)

Are you satisfied with this ranking? ☐ Yes ☐ No
If no, describe how you will improve your ranking?

<table>
<thead>
<tr>
<th>Length in Seconds</th>
<th>Rankings</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 s</td>
<td>Very fit</td>
</tr>
<tr>
<td>60 s</td>
<td>Average</td>
</tr>
<tr>
<td>30 s</td>
<td>Out of Shape</td>
</tr>
<tr>
<td>&lt;30 s</td>
<td>Couch potato</td>
</tr>
</tbody>
</table>

**Test 4: Flexibility:**

Before conducting this test, go for a five-minute walk and do some jumping jacks. Get loose and warm. Sit on the floor and place a yardstick between your legs so that the 1-inch mark is roughly between your knees and the 15-inch mark lines up with the bottoms of your feet. Your feet should be shoulder width apart – about 10 inches. Slowly stretch forward and slide your fingertips along the yardstick as far as possible.

*Warning!* No sudden movements! You can throw your back out if you haven’t done this kind of stretching in a while. Reach to the point of gentle tension but never to the point of pain. Reach as far as you can at least three times, but don’t bounce or bob forward with each reach.

Are you satisfied with this ranking? ☐ Yes ☐ No
If no, describe how you will improve your ranking?

<table>
<thead>
<tr>
<th>Women’s Rankings</th>
<th>Age 50-59</th>
<th>Age 60-69</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very fit</td>
<td>19 in or &gt;</td>
<td>18 in or &gt;</td>
</tr>
<tr>
<td>Average</td>
<td>13-18 in</td>
<td>12-17 in</td>
</tr>
<tr>
<td>Out of Shape</td>
<td>10-12 in</td>
<td>9-11 in</td>
</tr>
<tr>
<td>Couch potato</td>
<td>9 in or &lt;</td>
<td>8 in or &lt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Men’s Rankings</th>
<th>Age 50-59</th>
<th>Age 60-69</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very fit</td>
<td>16 in or &gt;</td>
<td>15 in or &gt;</td>
</tr>
<tr>
<td>Average</td>
<td>10-15 in</td>
<td>9-14 in</td>
</tr>
<tr>
<td>Out of Shape</td>
<td>7-9 in</td>
<td>6-8 in</td>
</tr>
<tr>
<td>Couch potato</td>
<td>6 in or &lt;</td>
<td>5 in or &lt;</td>
</tr>
</tbody>
</table>
Caring for Yourself and Your Loved Ones

1. Reflect on your current needs for self, parents, siblings, children and other loved ones/pets. Do you need to make arrangements for their care? □ Yes □ No If Yes, describe needs.

2. Are you stressed or burned out? □ Yes □ No
   If yes, contact the Faculty and Physician Wellness Program for free counseling and support. (936-1327)

3. Have you seen your physician within the past 6-12 months? □ Yes □ No
   If no, plan to schedule an appointment once you return to your office.

4. Have you had a family discussion on care for elderly family members: parents, self, and others? □ Yes □ No

5. Do you have any of the following completed? (Check all that apply)
   □ Advanced Care Directive or Living will □ Will
   □ Health care proxy □ Durable Power of Attorney

6. In the case of an emergency, does anyone in your family have access to computer files, safety deposit boxes, wills/advanced care directives, etc.? □ Yes □ No If yes, who: ___________________________

7. Some pets can live for 20-30 years. If your pets will outlive you, do you have a plan for their care? □ Yes □ No

8. List two things you learned in the session related to self-care and care of your loved ones.

9. Based on these answers and what you heard in today's session, what do you need to learn about caring for yourself and loved ones during retirement? For more information on caring for you/loved ones during retirement, refer to the retirement guide.

Once at home, set aside one hour to complete the following tasks.

1. Schedule a family meeting to discuss care for aging parents and relatives, as well as, to define your own plans, needs and wishes. Use the AARP "Prepare to Care: A Planning Guide for Families." [www.aarp.org/foundation](https://www.aarp.org/foundation)

2. Do you need to utilize any resources within Tennessee or at Vanderbilt related to family care? Review these web pages. [https://www.coamidtn.org/](https://www.coamidtn.org/) or [https://www.vumc.org/health-wellness/ql/sitter_options_for_adults](https://www.vumc.org/health-wellness/ql/sitter_options_for_adults)

3. If a family member needs assisted living, or placement in a nursing home, develop a plan to assist them.