



# get ready for the 2009 LifeSteps personal scorecard

What are you doing right now to make your future a healthier one?

Good health doesn't happen overnight—or by accident. Adopting a healthier lifestyle takes time—but, more importantly, it requires commitment. And that's what the LifeSteps personal scorecard is all about.

The scorecard informs you of your health risks and opportunities. It also rewards you with points for healthy behavior, such as eating right, exercising, not smoking, and getting regular health screenings like blood pressure and cholesterol checks, even regular dental check-ups. The points translate into a specific dollar amount, credited in your paycheck—and you can retake the scorecard every four months, so you have plenty of opportunities throughout the year to improve your health and increase your savings.

Use the checklist inside to help you achieve the highest possible scorecard discount. Review each item to see if you've had the appropriate screenings, and that you're doing what it takes to get or stay in shape. Now is the time to schedule appointments, make changes, and get those wheels in motion!

### note

The 2009 personal scorecard will begin a few weeks early — **Sept 15, 2008**. Annual benefits enrollment will take place **Nov 3 - 14, 2008**.

### need more support?

There are resources available to help you get on the path to better health—including LifeSteps health coaches, the American Cancer Society Quitline, or one of our nationally recognized weight loss programs or fitness discount vendors. There's no reason to do it alone, but there's every reason to succeed!

### it's about time

Before you know it, the scorecard deadline will be upon us. So get ready now to reap the rewards—physically and fiscally—in 2009!

**for 2009, you (if covered under Trane's medical plans) can earn up to \$225 in discounts toward your annual premium.**

<b>right now</b>	Prepare! Read this guide to learn what you need to do to maximize your discounts—then do it!
<b>mid-Sept</b>	You'll receive a sample scorecard kit and other information on how to take the scorecard.
<b>Sept 15</b>	Personal scorecard is available online or by phone.
<b>Nov 3 - 14</b>	Annual benefits enrollment
<b>Dec 1</b>	You must complete the scorecard by this date to receive discounts in early January.
<b>Jan 2009</b>	Discounts begin!

**complete the personal health information checklist. take all the steps necessary so you can earn up to \$225 in discounts.**

**for everyone - screening and assessment**

have i...	if yes...	if no...
Taken the personal health assessment (PHA) since January 1, 2008?	No further action is required.	Go to LifeSteps Online from <a href="http://itrane">http://itrane</a> at work or <a href="http://www.lifesteps4trane.com">www.lifesteps4trane.com</a> from the Internet for links to the PHA.
Had a dental cleaning and/or exam in 2008?	Date of service _____	Call your dentist for an appointment as soon as possible.
Been screened for total cholesterol and HDL since 2004?	Date of service _____ Total _____ HDL _____	Check the date of your local LifeSteps wellness event and be sure to get the screenings. If the event has passed or you can't make it, call your doctor to schedule your screenings.
Received a blood pressure screening in 2008?	Date of service _____ Systolic (top) _____ Diastolic (bottom) _____	Check the date of your local wellness event and be sure to attend. If the event has passed or you can't make it, call your doctor to schedule a visit.
Been following a plan to maintain or improve my cholesterol and blood pressure levels?	Great work!	Call a LifeSteps health coach or review resources for exercise and weight loss programs on pages 4 and 5.
Smoked cigarettes, cigars or pipes, or used smokeless tobacco in 2008?	Please consider quitting. Refer to the resources on page 4 for information about an effective program to help you stop. If you complete the ACS Quitline before taking the scorecard, you'll receive the same discount as a nonsmoker! The service is free until Dec 31, 2008.	Congratulations!
Ever registered for the Dialog Center <sup>SM</sup> ? (This is where you conduct the PHA and personal scorecard.)	Do you still have your Login ID and Password? If not, see below for help.	See below, if you've never registered for the Dialog Center or no longer have your Login ID and/or Password.

**first time visiting the Dialog Center?**

1. Go to LifeSteps Online 24 hours a day, seven days a week, from our portal at <http://itrane>, or from outside the corporate network at [www.lifesteps4trane.com](http://www.lifesteps4trane.com).

2. Click on one of the following icons:



3. Look for "Register" for first-time users. Have your employee services ID ready to register on the site so you can create your own unique Login ID and Password. Spouses will need the employee services ID to register for the first time. There are prompts within the registration page to assist you.

**returning to the site?**

Go to LifeSteps Online 24 hours a day, seven days a week, from our portal at <http://itrane>, or from outside the corporate network at [www.lifesteps4trane.com](http://www.lifesteps4trane.com).

Click on either "Log In to the Dialog Center" OR "Personal Scorecard." Enter the Login ID and Password you created when you registered. If you don't recall your Password or Username, try the password hint and/or challenge question for a reminder.

*If you have any problems accessing the site or registering, or if you can't recall your Login ID or Password, please e-mail the Dialog Center's Technical Help Desk at [support@thedialogcenter.com](mailto:support@thedialogcenter.com) or call 1-866-696-3305.*

## new for everyone—LifeSteps activities

LifeSteps provides a number of resources and programs to help you achieve optimal health. The more you participate, the more points you'll receive on your 2009 scorecard. If you haven't tried one or more of the following, now is an ideal time to do so. For more information, visit LifeSteps Online 24 hours a day, seven days a week, from our portal at <http://itrane>, from outside the corporate network at [www.lifesteps4trane.com](http://www.lifesteps4trane.com), or by calling 1-877-LIFE-123.

- LifeSteps wellness event/screenings (blood pressure, cholesterol, blood sugar, etc.)
- LifeSteps-sponsored health-related on-site or telephonic seminar
- Company-sponsored financial education on-site or telephonic seminar
- Read 12 or more health-related articles on LifeSteps Online or in a local newsletter
- Acquire four or more periodic blood pressure or weight measurements from LifeSteps Health Station (where available)
- Complete one or more of the HealthMedia programs on LifeSteps Online (see page 5)
- Talk to a health coach for yourself or someone you care about (see page 5)
- Contact the Employee Assistance Program (EAP) for information or support
- Complete the Goal Getter on LifeSteps Online
- Participate in an on-site weight loss or exercise challenge
- Share a personal LifeSteps success story with others to motivate them to make changes in their lives
- Identify an exercise and/or weight loss buddy to keep you motivated
- Take advantage of company discounts offered through Weight Watchers, Jenny Craig, NutriSystem, GlobalFit, Bally's, or the American Cancer Society Quitline (see pages 4 and 5)
- Lead or participate in a LifeSteps planning committee at your location
- Participate in three or more monthly health theme activities throughout the year (for example, wear red on "National Wear Red Day")
- Use company discounts for local gym memberships (where available)
- Participate in Start! Walking program (where available)

## age- or gender-specific actions

if i am...	have i...	if yes...	if no...
<b>female</b> (age 21 to 65)	Had a cervical cancer screening (Pap test) since 2006?  Discussed the recommended frequency of mammograms and other breast cancer screenings with my doctor and followed his/her advice based on my age and other risk factors?	No further action is required.  No further action is required.	Has your doctor stated that this test was not required? If not, schedule an exam for a Pap test as soon as possible.  Discuss with your doctor or LifeSteps health coach as soon as possible, especially if you're age 40 or older. Doctors generally recommend that all women 40 or older have a mammogram at least every two years.
<b>male</b> (age 45 or older)	Had a discussion with my doctor or a LifeSteps health coach or used another LifeSteps resource to better understand the benefits and limitations of prostate cancer screenings based on my situation?	No further action is required.	Contact your doctor or a LifeSteps health coach to have this discussion as soon as possible.
<b>at risk for colon cancer</b> (generally those age 50 or older)	Had any of several clinically approved colon screenings, if I am at least 50 or have a family history of colon cancer?	Record both the screening date and type of procedure. Date _____ Procedure _____	Contact your doctor or a LifeSteps health coach to discuss recommended screenings. Schedule an exam, as necessary.



# resources

## don't do it alone

For more details on these programs, including pricing and information on how to join, go to LifeSteps Online 24 hours a day, seven days a week, from our portal at <http://itrane>, or from outside the corporate network at [www.lifesteps4trane.com](http://www.lifesteps4trane.com) and look for “Health and Wellness Programs.”

quit tobacco the American Cancer Society Quitline		
what is it	accessing the program	costs
A proven telephonic program that provides one-on-one counseling to help you or a dependent quit tobacco use—which is the leading avoidable cause of death in the U.S.	Call 1-866-533-4396.	Good news! You'll pay nothing to join. For a limited time, the company will pay the \$100 counseling fee, as well as the registration costs and any costs for nicotine replacement therapy.

lose weight: three nationally recognized programs provide options and opportunity to lose weight			
	Weight Watchers®	Jenny Craig®	NutriSystem®
<b>description</b>	Attend meetings, go online, or follow the program from home.	Personalized meal plan.	28-day meal plan in which you order food that is delivered to your home.
<b>food requirements</b>	Purchase your own food.	Purchase Jenny Cuisine® initially.	Purchase NutriSystem Nourish™ foods.
<b>group support</b>	Attend a group meeting at a site or near your home or workplace.	One-on-one meeting with a personal counselor.	No.
<b>remote programs</b> (via phone or the web)	Weight Watchers Online or Weight Watchers at Home.	Food can be sent by mail; access a counselor by phone.	Telephone support.
<b>costs</b>	Various options, including Local Meeting Vouchers to prepay weekly meetings in your community.	Three options available.	Three different pricing options available.
<b>more information</b>	Visit LifeSteps Online or call 1-866-634-0724.	Visit LifeSteps Online or 1-800-JENNY20.	Visit the NutriSystem site at <a href="http://www.nutrisystem.com/health">www.nutrisystem.com/health</a> . Promotional code: Trane08

# resources

exercise programs		
	Bally's Total Fitness®	GlobalFit®
<b>join a club</b>	Receive unlimited access to group fitness classes, free guest privileges, free new member orientation, pool, whirlpool, steam, or sauna (as available).	Offers discounts to more than 2,000 fitness club memberships nationwide; guarantees low rates and provides flexible terms, including month-to-month memberships.
<b>purchase equipment for your home</b>	N/A	Offers an extra 5% off factory-direct prices.
<b>for more information</b>	Visit LifeSteps Online or call 1-800-756-0277.	Visit LifeSteps Online or call 1-800-294-1500.

general health issues	
<p>have health questions or concerns? need help understanding your screening results or how to improve them? call a LifeSteps health coach at 1-877-LIFE-123, 24 hours a day, seven days a week.</p>	
<p><b>LifeSteps health coaches can:</b></p>	<ul style="list-style-type: none"> <li>▪ Help you manage chronic health conditions—from asthma to diabetes to heart disease.</li> <li>▪ Discuss your options for nutritious meals and snacks.</li> <li>▪ Provide information on how to start or sustain an exercise program.</li> <li>▪ Help you determine screenings that are appropriate for you—or help you interpret results.</li> <li>▪ Help you understand your health condition or diagnosis, provide reliable information about treatment options, and help you think through decisions.</li> <li>▪ Work with you so you can partner more effectively with your doctor or health care provider.</li> </ul>
<p><b>check out the Healthy Living programs, a series of online interactive education modules now available on the Dialog Center at <a href="http://itrane">http://itrane</a> or <a href="http://www.lifesteps4trane.com">www.lifesteps4trane.com</a>. topics include:</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Care for your back:</b> Tackle the pain, frustration and stress of a back injury.</li> <li>▪ <b>Relax:</b> Deal with the stresses of everyday life—work, school, family, health, relationships and finances.</li> <li>▪ <b>Nourish:</b> Create a personalized nutrition program that fits your lifestyle.</li> <li>▪ <b>Breathe:</b> Develop personalized strategies to decrease your dependency on smoking, deal with cravings and quit for good.</li> <li>▪ <b>Balance:</b> Establish a weight management and activity plan tailored to your needs.</li> </ul>

Personal health information provided to LifeSteps health coaches is protected by federal and state privacy laws and will not be disclosed to Trane except as authorized by law for administration of the company's group health plans.

get ready to focus  
on your health...  
and earn up to \$225 in discounts!



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