

Segment	Live Date	Location	Text
Survey	3/5	Slack #causality-spring2020 #w241	<p>Fellow w241 students: It's final project time and our team is offering you the chance to win a \$50 gift card for completing the following survey: https://berkeley.qualtrics.com/jfe/form/SV_b9tx5jbX1h0t60l.</p> <p>It should take less than 10 minutes. Please contact @Chloe Wu @Radhika Satapathy or @Kim Darnell if you have any questions. Thank you for your time and your help!</p>
Experiment	3/7	Slack #mids #noise Facebook personal accounts	<p><i>Mindfulness</i> is the practice of being fully present in the moment, attending to the experience with all of one's senses and without judgment. For our w241 Final Project, our group is investigating the influence of brief, daily sessions of mindfulness on people's sense of well-being.</p> <p>Volunteers in our study will engage mindfully in a simple activity (e.g., brushing your teeth) once a day for 8 days and report on their mood before and after the activity using an 11-point scale. Everyone who completes the study will be entered into a drawing for 1 of (at least) 3 \$50 prizes redeemable as a gift card or charitable donation. The more people who participate through the full study, the more money we will give away!</p> <p>To volunteer for the mindfulness study, contact any member of Team Mindful (@Chloe Wu @Radhika Satapathy @Kim Darnell) via Slack or send email to mindfulmids@gmail.com.</p> <p>NOTE: Current w241 students are NOT eligible to participate in this experiment :(They are, however, eligible to complete our survey at https://berkeley.qualtrics.com/jfe/form/SV_b9tx5jbX1h0t60l and enter the drawing for a \$50 gift card :)</p>
Experiment	3/8	Social media personal accounts	<p>Hey Friends! As you may know, I am currently studying data science at UC Berkeley. For one of my classes, we have to do a team research project. My team is studying how mindfulness affects people's sense of well being. We are recruiting people to engage mindfully in a simple activity (like brushing your teeth) once a day for 8 days and report on their mood before and after the activity. Everyone who completes the study will be entered into a drawing for 1 of (at least) 3 \$50 prizes redeemable as a gift card or charitable donation. The more people who participate through the full study, the more money we will give away!</p> <p>To volunteer for the mindfulness study, contact any member of Team Mindful (@Chloe Wu @Radhika Satapathy @Kim Darnell) via Slack or send email to mindfulmids@gmail.com.</p> <p>NOTE: Current w241 students are NOT eligible to participate in this experiment :(They are, however, eligible to complete our survey at https://berkeley.qualtrics.com/jfe/form/SV_b9tx5jbX1h0t60l and enter the drawing for a \$50 gift card :)</p>
Volunteer Follow-up			<p>Thank you for your interest in our research study on mindfulness :) We are currently in the recruiting phase, but will be sending more detailed information about the study to our volunteers in the next few days. Could you please send me your email address and (optional) phone number? We appreciate your support of our project!</p>

Segment	Live Date	Location	Text
Study Overview Email		Email	<p>A warm welcome from Team Mindful! Thank you for volunteering to take part in our research study on mindfulness.</p> <p>This email provides some general information about the study that you may refer during your participation. If you have questions or concerns that are not addressed here, please do not hesitate to let us know.</p> <p>What is mindfulness? Mindfulness is the practice of being fully present in the moment, attending to the experience with all of one's senses and without judgment. For a nice description of mindfulness and some suggestions for how to engage in it effectively, we recommend this short overview: How to Practice Mindfulness (https://www.mindful.org/how-to-practice-mindfulness/).</p> <p>About the study The study will take place over the course of several days. To begin, we will gather some background information about you to help us determine which activities we will ask you to be mindful about. <i>You will receive a link to complete the background survey shortly in a separate email message.</i></p> <p>After approximately two days, we will email you again with your first mindfulness task. You will be asked to perform one of two types of common activities:</p> <p>* A REFLECTIVE task, where you focus on being mindful while you sit quietly and imagine yourself engaging in an activity Example: <i>Think about brushing your teeth</i></p> <p>* An ACTIVE task, where you are mindful while actually doing the task Example: <i>Brush your teeth</i></p> <p>You will be assigned one task each day for 8 days. You may complete your mindfulness practice each day at a time that is convenient to you.</p> <p>Along with each mindfulness assignment, you will be asked to report on your mood and its intensity two times: once before your mindfulness practice and once after. Your answers will be given on an 11-point scale, with answers ranging from <i>extremely negative</i> to <i>extremely positive</i>. You will also be given the option of providing written comments about your mindfulness experience; the comments are not required.</p> <p>About your privacy Your personally identifying information (PII), such as name, email address, and phone number, will be kept private during the study and deleted once the study is over. The information you provide during the study, including demographic information and mood ratings, will be presented only as part of group averages or summary figures; your data will never be linked to any PII for you. Written comments will be anonymized.</p> <p>Contacting us You may contact Team Mindful any time over the course of the study at mindfulmids@gmail.com. You may also reach out directly to the member of Team Mindful who recruited you for the study.</p> <p>Thank you again for your support of Team Mindful!</p>
Intro to Background Survey		Qualtrics	<p>Thank you for volunteering to take part in our research study on mindfulness.</p> <p>As a first step, we need to gather some background information about you to help us determine which activities we will ask you to be mindful about.</p> <p>Please click the link below to complete the background survey. We anticipate it should take approximately 5 minutes.</p> <p><insert link here></p> <p>We appreciate your time and effort! Thank you for your support of Team Mindful :)</p>
End of Demographic Survey		Qualtrics Survey	<p>Thank you for completing the first step of our study!</p> <p>The next email message you receive from us will include a sample task to familiarize you with. If you have any questions for us between now and then, please feel free to reach out to Team Mindful at mindfulmids@gmail.com.</p> <p>Have a wonderful day :)</p>

Segment	Live Date	Location	Text
Sample Task Survey			<p>Good day from Team Mindful!</p> <p>This activity is practice to familiarize you with the daily procedure of our experiment.</p> <p>Please read the instructions carefully and complete your assigned task accordingly.</p> <p>If you have any difficulty completing this activity, please contact us at mindfulmids@gmail.com for assistance.</p>
Getting Started Reminder	3/15	Gmail	<p>Dear Mindfulness Study Volunteer,</p> <p>By now, you should have received three emails from Team Mindful at this email address, sent in the following order:</p> <ul style="list-style-type: none"> * Mindfulness Study: Welcome! - An introduction the project * Mindfulness Study: Background Survey - Gathering relevant personal information * Mindfulness Study: Practice Activity - A walkthrough of the study procedure <p>If you have not received these emails, please check your Spam and Updates folders for the missing messages. In the event that you cannot find one or more of these emails, please contact us at mindfulmids@gmail.com as soon as possible and we will resend the information to you.</p> <p>Starting Monday, March 16th, we will be sending you one email per day for eight days with the subject Mindfulness Study: Day __ (1-8). Each email will contain a brief mindfulness assignment for you to complete within 24 hours.</p> <p>If for any reason you are unable to complete an activity on the assigned day, please do not worry! As long as you complete the assignments in sequence, we can accommodate a delay in receiving your mindfulness reports. All we ask is that you allow as much time as possible between completing two activities in the same day.</p> <p>Please let us know if you have any questions or concerns. We wish you a wonderful and mindful week!</p> <p>Team Mindful</p>
Daily Reminder	daily	Gmail	<p>Dear Mindfulness Study Volunteer,</p> <p>This is a gentle reminder to complete your mindfulness activity for today and submit your pre- and post-activity ratings, if you have not already done so.</p> <p>We appreciate your time and effort! Thank you for making our study possible.</p> <p>Team Mindful</p>
Last Day	3/24	Gmail	<p>Dear Mindfulness Study Volunteer,</p> <p>Congratulations! You've made it to the end of the Mindfulness Study! This means that over the past 8 days, you should have received daily instructions for mindfulness tasks to complete, as well as reminder emails about submitting your mindfulness reports.</p> <p>If you have not received one or more of the daily task emails, please check your Spam and Updates folders for the missing messages. If you find a missing task or two hiding there, we encourage you to complete the activities and send us your mindfulness reports by the end of the day on Tuesday, March 24th. If you must complete more than one activity in a day, we ask that you allow as much time as possible between completing the activities.</p> <p>Please let us know if you have any questions or concerns. Thank you very much for participating in our study! We greatly appreciate your help and your mindfulness!</p> <p>Team Mindful</p>

Segment	Live Date	Location	Text
Follow Up	4/9	Gmail	<p>Dear Mindfulness Study Volunteer,</p> <p>We wanted to reach out and let you know that we are wrapping up our data analysis and will be presenting our results in the next two weeks. If you are interested in receiving a summary of our findings, please reply to this message and we will sent one to you after our final report is submitted at the end of April.</p> <p>Once our project is complete, we will also be selecting the winners of our \$50 gift cards/charitable donations. All volunteers who submitted responses on all 8 days of the study will be entered into the random drawing. If you are selected, we will contact you directly via email during the first week of May with details about how to claim your prize.</p> <p>Please to do not hesitate to contact us if you have any questions about these issues.</p> <p>Best wishes,</p> <p>Team Mindful</p>