19 TIPS FOR IMPROVED HEALTH IN 2019

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Moffitt Health Center
Objectives

• Identify areas for health improvement based on your existing needs:
  1. Mindful eating, stress
  2. Nutrition, weight reduction
  3. Anxiety, depression, body image
• Gain insight into how to improve your health in 19 easy ways.
• Determine how to implement suggestions in a practical way.
1. GET A WELL EXAM.
If everyone in the US received recommended clinical preventive care, we could save over 100,000 lives each year.
Take charge of your health!

Use this easy tool to get personalized preventive services recommendations for yourself or a loved one.

https://healthfinder.gov/myhealthfinder/
2. KNOW YOUR NUMBERS.
My Life Check®

• My Life Check® was designed by the American Heart Association with the goal of improved health by educating the public on how best to live.

• These measures have one unique thing in common: any person can make these changes, the steps are not expensive to take and even modest improvements to your health will make a big difference. Start with one or two. This simple, seven step list has been developed to deliver on the hope we all have--to live a long, productive healthy life.

• Visit https://mlc.heart.org/#/ to learn more.
3. UNDERSTAND ENERGY BALANCE.
Energy Balance & Metabolic Rates

Energy In
- Food calories

Energy Out
- Physical activity 20–30%
- Food digestion ±10%
- Resting metabolism 65–70%
Myths About Energy Balance

• Myth: Certain foods can speed up your metabolism.
  • Fact: Lean muscle mass does!
• Myth: Cutting out certain foods will help with weight loss.
  • Fact: Too much of anything will be stored as fat.
• Myth: You can eat whatever you want as long as you exercise the calories off.
  • Fact: Eating less is more important than doing more.
• Myth: Eating at certain times or intervals will help with weight loss.
  • Fact: When and how often matters less than how much.
4. REVIEW THE DIETARY GUIDELINES.
Dietary Guidelines for Americans

• Balancing calories to manage weight:
  • Know the calorie level appropriate for your level of activity and be aware of how many calories you are consuming.
  • Cook at home more and eat out less; when you do eat out, eat smaller portions and lower-calorie options.
  • Don't eat when watching TV.

• The 2015 Dietary Guidelines Advisory Committee identified nutrients that Americans tend to over- or under-consume:
  • **Added sugars**: should be no more than 10% of daily calories.
  • **Fats**: focus on limiting saturated and trans fats rather than overall fat intake.
  • **Sodium**: aim for no more that 2,300 mg a day.
  • **Shortfall nutrients**: calcium, vitamin D, potassium, iron, and fiber.
USDA’s MyPlate

- **MyPlate**: food-group plan with practical advice to ensure a balanced intake of essential nutrients.

- Key messages of MyPlate:
  - **Whole and refined grains**: Make at least half your grains whole grains.
  - **Vegetables and fruits**: Fill half your plate with fruits and vegetables.
  - **Dairy**: Use fat-free or low-fat milk and dairy products.
  - **Protein foods**: Select a variety of protein foods.
  - **Oils**: Avoid trans fats.
  - **Solid fats and added sugars**: High consumption of high-fructose corn syrup linked to obesity, diabetes, and other problems.
5. MAKE HEALTHY SWAPS.
GET SMART ABOUT SUPERFOODS

Beans & Legumes
- Economical, plant-based source of protein
- Provide fiber, magnesium and phytonutrients

Berries
- High level of flavonoids
- Can lower risk of heart attack in women

Dark Leafy Greens
- Packed with nutrients, fiber and antioxidants
- Low in calories and carbohydrates

Nuts & Seeds
- Provide protein, fiber and unsaturated fats
- Best options are unsalted

Oats
- Whole-grain source of dietary fiber
- Can lower risk of heart disease, stroke and diabetes

Pumpkin
- Provides fiber, potassium and vitamin A
- Canned is a convenient, nutrient-loaded choice

Salmon
- Healthy protein
- Provides Omega-3 Fatty Acids

Skinless Poultry
- Usually leaner than beef
- Tastes great grilled, roasted or baked

Yogurt
- Provides calcium, protein & vitamin D
- Best options are low-fat or fat-free

So-called “superfoods” alone won’t make you healthier— but adding these nutritious foods to an already balanced diet can bring health benefits.
Life is Sweet... 
with these Easy Sugar Swaps!
Cut back on added sugars and calories with these tasty tips and tricks.

Desserts and Sweets
Instead of indulging in a traditional sugar-based dessert, enjoy the natural sweetness of fruit. Fresh, frozen and canned (in its own juice or water) are all good choices. You can use a no-calorie sweetener suitable for cooking and baking.

Baking and Cooking
Unsweetened applesauce can substitute for some of the sugar in a recipe. You may need less oil, too—adjust the recipe as needed to get the taste and texture you like. Or try using a no-calorie sweetener suitable for cooking and baking.

Dressings and Sauces
Swap store-bought bottled salad dressings, ketchup, tomato sauce and barbecue sauce—which can have a lot of added sugars—for homemade versions so you can control the amount of sugar added to them.

Snack Mix and Granola
Make your own, without all the added sugars. Combine your favorite nuts and seeds (unsalted or very lightly salted), raisins and dried fruits (unsweetened), rolled oats and whole-grain cereal (non-sugared/non-frosted)—and skip the candy!

Soda/Soft Drinks
Swap sugar-sweetened beverages for plain or sparkling water flavored with mint, citrus, cucumber or a splash of 100% fruit juice.

Tea and Coffee
Cut back on sugars (including honey and agave syrup) gradually until your taste adjusts to less sweetness. Try adding natural flavors like cinnamon, citrus, mint or nutmeg.

Get recipes and more tips at HEART.ORG/RECIPES
WE CAN! GO, SLOW, AND WHOA FOODS

Use this chart as a guide to help you and your family make smart food choices. Post it on your refrigerator at home or take it with you to the store when you shop. Refer to the Estimated Calorie Requirements to determine how much of these foods to eat to maintain energy balance.

- GO Foods—Eat almost anytime.
- SLOW Foods—Eat sometimes, or less often.
- WHOA Foods—Eat only once in a while or on special occasions.

<table>
<thead>
<tr>
<th>Food Group</th>
<th>GO (Almost Anytime Foods)</th>
<th>SLOW (Sometimes Foods)</th>
<th>WHOA (Once in a While Foods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegetables</td>
<td>Almost all fresh, frozen, and canned vegetables without added fat and sauces</td>
<td>All vegetables with added fat and sauces; oven-baked French fries; avocado</td>
<td>Fried potatoes, like French fries or hash browns; other deep-fried vegetables</td>
</tr>
<tr>
<td>Food Group</td>
<td><strong>GO</strong> (Almost Anytime Foods)</td>
<td><strong>SLOW</strong> (Sometimes Foods)</td>
<td><strong>WHOA</strong> (Once in a While Foods)</td>
</tr>
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<td>-----------------------------</td>
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</tr>
<tr>
<td>Fruits</td>
<td>All fresh, frozen, canned in juice</td>
<td>100 percent fruit juice; fruits canned in light syrup; dried fruits</td>
<td>Fruits canned in heavy syrup</td>
</tr>
<tr>
<td>Breads and Cereals</td>
<td>Whole-grain breads, including pita bread; tortillas and whole-grain pasta; brown rice; hot and cold unsweetened whole-grain breakfast cereals</td>
<td>White refined flour bread, rice, and pasta. French toast; taco shells; cornbread; biscuits; granola; waffles and pancakes</td>
<td>Croissants; muffins; doughnuts; sweet rolls; crackers made with trans fats; sweetened breakfast cereals</td>
</tr>
<tr>
<td>Milk and Milk Products</td>
<td>Fat-free or 1 percent low-fat milk; fat-free or low-fat yogurt; part-skim, reduced fat, and fat-free cheese; low-fat or fat-free cottage cheese</td>
<td>2 percent low-fat milk; processed cheese spread</td>
<td>Whole milk; full-fat American, cheddar, Colby, Swiss, cream cheese; whole-milk yogurt</td>
</tr>
<tr>
<td>Meats, Poultry, Fish, Eggs, Beans, and Nuts</td>
<td>Trimmed beef and pork; extra lean ground beef; chicken and turkey without skin; tuna canned in water; baked, broiled, steamed, grilled fish and shellfish; beans, split peas, lentils, tofu; egg whites and egg substitutes</td>
<td>Lean ground beef, broiled hamburgers; ham, Canadian bacon; chicken and turkey with skin; low-fat hot dogs; tuna canned in oil; peanut butter; nuts; whole eggs cooked without added fat</td>
<td>Untrimmed beef and pork; regular ground beef; fried hamburgers; ribs; bacon; fried chicken, chicken nuggets; hot dogs, lunch meats, pepperoni, sausage; fried fish and shellfish; whole eggs cooked with fat</td>
</tr>
<tr>
<td>Food Group</td>
<td>GO (Almost Anytime Foods)</td>
<td>SLOW (Sometimes Foods)</td>
<td>WHOA (Once in a While Foods)</td>
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<td>---------------------</td>
<td>---------------------------------------------------------------------</td>
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</tr>
<tr>
<td></td>
<td>Nutrient-Dense</td>
<td>Calorie-Dense</td>
<td></td>
</tr>
<tr>
<td>Sweets and Snacks*</td>
<td>Ice milk bars; frozen fruit juice bars; low-fat or fat-free frozen</td>
<td>Cookies and cakes; pies; cheese cake; ice cream; chocolate; candy;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>yogurt and ice cream; fig bars; ginger snaps; baked chips; low-fat</td>
<td>buttered microwave popcorn</td>
<td></td>
</tr>
<tr>
<td></td>
<td>microwave popcorn; pretzels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fats/Condiments</td>
<td>Vinegar; ketchup; mustard; fat-free creamy salad dressing; fat-free</td>
<td>Vegetable oil, olive oil, and oil-based salad dressing; soft</td>
<td>Butter, stick margarine; lard; salt pork; gravy; regular creamy</td>
</tr>
<tr>
<td></td>
<td>creamy salad dressing; fat-free mayonnaise; fat-free sour cream</td>
<td>margarine; low-fat creamy salad dressing; low-fat mayonnaise; low-</td>
<td>creamy salad dressing; mayonnaise; tartar sauce; sour cream;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fat sour cream**</td>
<td>cheese sauce; cream sauce; cream cheese dips</td>
</tr>
<tr>
<td>Beverages</td>
<td>Water, fat-free milk, or 1 percent low-fat milk; diet soda;</td>
<td>2 percent low-fat milk; 100 percent fruit juice; sports drinks</td>
<td>Whole milk; regular soda; calorically sweetened iced teas and</td>
</tr>
<tr>
<td></td>
<td>unsweetened ice tea or diet iced tea and lemonade</td>
<td></td>
<td>lemonade; fruit drinks with less than 100 percent fruit juice</td>
</tr>
</tbody>
</table>
Eating Out: Clues for Finding Healthier Menu Options

- Baked
- Broiled
- Grilled
- Poached
- Roasted
- Steamed
- Fresh fruits and veggies
- Lean meat
- Whole grain
Eating Out: Clues for Finding Unhealthier Menu Options

- Cheese or cream sauce
- Fried
- Au gratin
- Braised
- Buttered
- Creamed
- Escalloped
- Hollandaise
- Gravy
- Pan-fried
- Rich
- Butter Sauce
6. PRACTICE MINDFUL EATING.
Mindful Eating is:

- Allowing yourself to become aware of the positive and nurturing opportunities that are available through food preparation and consumption by respecting your own inner wisdom.
- Choosing to eat food that is both pleasing to you and nourishing to your body by using all your senses to explore, savor and taste.
- Acknowledging responses to food (likes, neutral or dislikes) without judgment.
- Learning to be aware of physical hunger and satiety cues to guide your decision to begin eating and to stop eating.
Someone Who Eats Mindfully:

- Acknowledges that there is no right or wrong way to eat but varying degrees of awareness surrounding the experience of food.
- Accepts that his/her eating experiences are unique.
- Is an individual who by choice, directs his/her awareness to all aspects of food and eating on a moment-by-moment basis.
- Is an individual who looks at the immediate choices and direct experiences associated with food and eating: not to the distant health outcome of that choice.
- Is aware of and reflects on the effects caused by unmindful eating.
- Experiences insight about how he/she can act to achieve specific health goals as he/she becomes more attuned to the direct experience of eating and feelings of health.
- Becomes aware of the interconnection of earth, living beings, and cultural practices and the impact of his/her food choices has on those systems.
Mindful Eating Tips

• Let your body catch up to your brain.
  • *Eating rapidly past full and ignoring your body’s signals vs. slowing down and eating and stopping when your body says its full.*
  • The body actually sends its satiation signal about 20 minutes after the brain, which is why you unconsciously overeat. But, if you slow down, you can give your body a chance to catch up to your brain and hear the signals to eat the right amount.
  • Simple ways to slow down might just include follow many of your grandmother’s manners, like sitting down to eat, chewing each bite 25 times (or more), setting your fork down between bites, and all those old manners that are maybe not as pointless as they seemed.
Mindful Eating Tips

• Know your body’s personal hunger signals.
  • Rather than just eating when we get emotional signals, which may be different for each of us, be they stress, sadness, frustration, loneliness or even just boredom, we can listen to our bodies. Is your stomach growling, energy low, or feeling a little lightheaded? Too often, we eat when our mind tells us to, rather than our bodies.
  • True mindful eating is actually listening deeply to our body’s signals for hunger. Ask yourself: What are your body’s hunger signals, and what are your emotional hunger triggers?
Using the hunger scale below, complete this worksheet to keep track of your hunger levels every time you eat. Then answer the few questions that follow.

<table>
<thead>
<tr>
<th>Time</th>
<th>Hunger Scale Before Eating</th>
<th>Food Eaten</th>
<th>Hunger Scale after eating</th>
<th>Mood after eating:</th>
</tr>
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</table>
Mindful Eating Tips

• Attend to your plate.
  • Multitasking and eating is a recipe for not being able to listen deeply to our body’s needs and wants.
  • We’ve all had the experience of going to the movies with our bag full of popcorn, and before the coming attractions are over, we are asking who ate all of our popcorn. When we are distracted, it becomes harder to listen to our body’s signals about food and other needs.
  • With your next meal, try single-tasking and just eating, with no screens or distractions besides enjoying the company you are sharing a meal and conversation with.
MAKE EVERY BITE A MEDITATION

If you want to put healthier eating habits on the menu, mindfulness may be a simple and effective place to start! It’s not about dieting or restrictions — it’s about taking a moment to take it in.

Try these easy ways to incorporate mindful eating into your day, so you can Eat Smart at every meal:

- **PONDER**: Check in with yourself about your hunger before you eat — you may actually be thirsty, bored or stressed.
- **APPRAISE**: Take a moment to take it in. How does it smell? Do you really want it? Is it more than you need?
- **SLOW**: Slow down so your brain can keep up with your stomach. Put your fork down between bites and focus on the flavor.
- **SAVOR**: Enjoy your food. Take a moment to savor the satisfaction of each bite — the taste, texture, everything!
- **STOP**: Stop when you’re full — there’s no need to join the clean plate club if it means overeating.

Try one or more of these tactics to help you eat more mindfully!

And for more ways to be Healthy For Good, visit HEART.ORG/BEWELL
7. BECOME MORE PHYSICALLY ACTIVE.
Benefits of Physical Activity

- Maintain/lose weight.
- Reduce risk of cardiovascular disease, type 2 diabetes and metabolic syndrome (a combination of too much abdominal fat, hypertension, low HDL, high triglycerides, or high blood sugar), and some cancers.
- Strengthen bones and muscles.
- Improve mental health and mood.
- Increase energy.
- Sleep better.
- Improve ability to do daily activities.
- Increase chances of living longer.
The Emotional Benefits of Exercise—
Feel Good with Go4Life®

Research shows the benefits of exercise go beyond just physical well-being. Physical activities—like walking, biking, dancing, yoga, or tai chi—can help:

- Reduce feelings of depression and stress
- Enhance your mood and overall emotional well-being
- Increase your energy level
- Improve sleep
The American Heart Association Recommendations for Physical Activity in Adults

For Overall Cardiovascular Health:

- At least 30 minutes of moderate-intensity aerobic activity per week total or
- At least 25 minutes of vigorous aerobic activity per week
- At least 150 minutes of moderate-intensity aerobic activity per week
- At least 75 minutes of vigorous aerobic activity per week

or a combination of the two

AND

High Intensity

For Lowering Blood Pressure and Cholesterol:

- An average of 40 minutes of moderate-to-vigorous-intensity aerobic activity per week
- An average of 3-4 hours of moderate-to-vigorous-intensity aerobic activity per week

Learn more at heart.org/ActivityRecommendations.
“Most of us think we don’t have enough time to exercise. What a distorted paradigm! We don’t have time not to. We’re talking about 3-6 hours a week— or a minimum of thirty minutes a day, every other day. That hardly seems an inordinate amount of time considering the tremendous benefits in terms of the impact on the other 162–165 hours of the week.”

~ Stephen Covey
1. MAKE IT YOURS
Lean into your own personality to get into the groove. Your favorite music, your ideal time of day and activities you actually enjoy are more likely to keep you motivated.

2. STAY SUPPORTED
Make sure you have the right gear for each activity for added comfort and support. That may mean a new sports bra, moisture-wicking shirt, or shoe inserts.

3. BREAK IT UP
It's OK to break up your total physical activity goal into shorter sessions. Aim for at least 150 minutes of moderate aerobic activity per week. Short bursts a few times a day can get you there without feeling overwhelming.

4. BUILD IT IN
Create space in the natural flow of your life to add activity so it doesn't feel like a chore. Sneak it into quality time with family and activities you're already doing.

5. GIVE IT TIME
It can take a while for a behavior to become a habit. Try to be active around the same time each day – even if you don't go all out every time – to help the routine stick.

6. KEEP IT GOING
If you miss a day or a workout, don't worry about it. Skip the guilt and focus on what you will do tomorrow.

For more ideas on staying active, visit heart.org/movemore
Overcoming Barriers to Being Active

• No time.
  • Build activities into your day.
    • Bike.
    • Park further away.
    • Take the stairs.
    • Take walk breaks.
    • Garden.
    • Clean your house.

• Bad experience/previous failure.
  • Find something you enjoy.
  • Pace yourself.
  • Set a goal you are confident you can reach.

• No motivation/exercise is boring.
  • Set both short-term and long-term goals that are SMART.
  • Sign a behavioral change contract.
  • Use monitoring tools.
  • Choose activities you will enjoy.
  • Vary your routine.
  • Explore new options.
  • Work with your nature, not against it.
8. IMPROVE YOUR BODY IMAGE.
10 “Will-Powers” for Improving Body Image

1. Twice a day, everyday, I WILL ask myself: “Am I benefiting from focusing on what I believe are the flaws in my body weight or shape?”

2. I WILL treat my body with respect and kindness. I will feed it, keep it active, and listen to its needs. I will remember that my body is the vehicle that will carry me to my dreams!

3. I WILL surround myself with people and things that make me feel good about myself and my abilities. When I am around people and things that support me and make me feel good, I will be less likely to base my self-esteem on the way my body looks.

4. I WILL practice taking people seriously for what they say, feel, and do. Not for how slender, or “well put together” they appear.

5. I WILL list 5-10 good qualities that I have, such as understanding, intelligence, or creativity. I will repeat these to myself whenever I start to feel bad about my body.
6. **I WILL** refuse to wear clothes that are uncomfortable or that I do not like but wear simply because they divert attention from my weight or shape. I will wear clothes that are comfortable and that make me feel comfortable in my body.

7. **I WILL** participate in activities that I enjoy, even if they call attention to my weight and shape. I will constantly remind myself that I deserve to do things I enjoy, like dancing, swimming, etc., no matter what my shape or size is!

8. **I WILL** exercise for the joy of feeling my body move and grow stronger. I will not exercise simply to lose weight, purge fat from my body, or to “makeup” for calories I have eaten.

9. **I WILL** spend less and less time in front of mirrors—especially when they are making me feel uncomfortable and self-conscious about my body.

10. **I WILL** think of three reasons why it is ridiculous for me to believe that thinner people are happier or ‘better.’ I will repeat these reasons to myself whenever I feel the urge to compare my body shape to someone.
Ways to Love Your Body

• Create a list of all the things your body lets you do. Read it and add to it often.
• Find a method of exercise that you enjoy and do it regularly. Don’t exercise to lose weight or to fight your body. Do it to make your body healthy and strong and because it makes you feel good.
• Count your blessings, not your blemishes.
• Think about all the things you could accomplish with the time and energy you currently spend worrying about your body and appearance. Try one!
• Consider that, “Life is too short to waste my time hating my body this way.”
• Eat when you are hungry. Rest when you are tired. Surround yourself with people that remind you of your inner strength and beauty.
9. SIGN A NO WEIGH PLEDGE.
No Weigh!
A Declaration of Independence from
a Weight-Obsessed World

I, the undersigned, do hereby declare that from this day forward I will choose to live my life by the following tenets. In so doing, I declare myself free and independent from the pressures and constraints of a weight-obsessed world.

* I will accept my body in its natural shape and size.
* I will celebrate all that my body can do for me each day.
* I will treat my body with respect, giving it enough rest, fueling it with a variety of foods, exercising it moderately, and listening to what it needs.
* I will choose to resist society’s pressures to judge myself and other people on physical characteristics like body weight, shape, or size. I will respect people based on the qualities of their character and the impact of their accomplishments.
* I will refuse to deny my body of valuable nutrients by dieting or using weight loss products.
* I will avoid categorizing foods as either “good” or “bad.” I will not associate guilt or shame with eating certain foods. Instead, I will nourish my body with a balance of foods, listening and responding to what it needs.
* I will not use food to mask my emotional needs.
* I will not avoid participating in activities that I enjoy (i.e., swimming, dancing, enjoying a meal) simply because I am self-conscious about the way my body looks. I will recognize that I have the right to enjoy any activities regardless of my body shape or size.
* I will believe that my self-esteem and identity come from within!

Signature ___________________________ Date ___________________________
10. MANAGE YOUR STRESS.
General Stress Management Strategies

- Take care of yourself—get plenty of sleep, eat healthy, and stay active
- Break things down into realistic and manageable goals
- Take a break and focus on something else
- Do something you enjoy
- Know your limitations and don’t bite off more than you can chew
- Have a good support system
- Understand your triggers
- Learn to say “no”
- Ask for help
Identifying Your Stressors

• Make a list of the things that cause you stress. Knowing the sources of your stress is important in developing a plan to manage them.

• Think about each stressor and ask yourself:
  • Is it important to me?
  • Is it something I can control?

<table>
<thead>
<tr>
<th>Control</th>
<th>Important</th>
<th>Not important</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address</td>
<td>Let go</td>
</tr>
<tr>
<td>Do not control</td>
<td>Manage Avoid/limit</td>
<td>Let go</td>
</tr>
</tbody>
</table>
STOP IN ITS TRACKS

Everybody gets stressed sometimes. Do you have a plan for the next time your mental pedal is to the metal?

TRY THESE TIPS TO GET OUT OF STRESS FAST.

1. Count to 10 before you speak or react.
2. Take a few slow, deep breaths until you feel your body unclench a bit.
3. Go for a walk, even if it’s just to the restroom and back. It can help break the tension and give you a chance to think things through.
4. Try a quick meditation or prayer to get some perspective.
5. If it’s not urgent, sleep on it and respond tomorrow. This works especially well for stressful emails and social media trolls.
6. Walk away from the situation for a while, and handle it later once things have calmed down.
7. Break down big problems into smaller parts. Take one step at a time instead of trying to tackle everything at once.
8. Chill out with music or an inspirational podcast to help you rage less on the road.
9. Take a break to pet the dog, hug a loved one or help someone out.
10. Work out or do something active. Exercise is one of the best antidotes for stress.

Get more wellness tips at HEART.ORG/HEALTHYFORGOOD
FIGHT STRESS WITH HEALTHY HABITS

1. Slow down.
   Plan ahead and allow enough time to get the most important things done without having to rush.

2. Snooze more.
   Try to get six to eight hours of sleep each night. To fight insomnia, add mindfulness and activity.

3. Let worry go.
   The world won’t end if a few things fall off of your plate. Give yourself a break and just breathe.

4. Laugh it up.
   Laughter makes us feel good. Don’t be afraid to laugh out loud, even when you’re alone.

5. Get connected.
   A daily dose of friendship is great medicine. Make time to call friends or family so you can catch up.

   Use “to do” lists to help you focus on your most important tasks, and take big projects one step at a time.

7. Practice giving back.
   Volunteer your time or spend time helping out a friend. Helping others helps you.

8. Be active every day.
   Exercise can relieve mental and physical tension. Find something you think is fun and stick with it.

9. Give up the bad habits.
   Too much alcohol, tobacco or caffeine can increase blood pressure. Cut back or quit to decrease anxiety.

10. Lean into things you can change.
    Make time to learn a new skill, work toward a goal, or to love and help others.

LEARN MORE AT HEART.ORG/BEWELL
11. LEARN TIME MANAGEMENT.
## Time Management

### Covey’s Time Management Grid

<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important</strong></td>
<td>Quadrant I: Urgent &amp; important</td>
<td>Quadrant II: Not urgent &amp; important</td>
</tr>
<tr>
<td></td>
<td>Quadrant III: Urgent &amp; not important</td>
<td>Quadrant IV: Not Urgent &amp; not important</td>
</tr>
<tr>
<td><strong>Not important</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Quadrant I**: immediate and important deadlines
- **Quadrant II**: long-term strategizing—often neglected
- **Quadrant III**: not important, but someone wants it now
- **Quadrant IV**: yield little, if any, value
More Time Management Strategies

- Take breaks
- Set manageable deadlines
- Say “no”
- Allow extra time

TIME MANAGEMENT TIPS

- Record your current schedule
  - Figure out how you’re currently using your time and what to improve.

- Batch similar tasks
  - Cut down on time you waste transitioning between tasks by doing similar things at the same time.

- Use “Waiting” time effectively
  - When you’re doing things like riding public transit or sitting in a waiting room, use that time productively.

- Ignore phone calls and e-mails
  - Unless it’s an emergency, leave your replies for later. Don’t let yourself be needlessly interrupted.

- Minimize meeting times
  - More work gets done outside of meetings than in them.

- Block out social media
  - Reduce distractions. Don’t open up social media until your work is done.

- Delegate some work
  - If you don’t have to do everything by yourself, then don’t figure out what other people can help you with.

30 minutes at the start of each day for planning
- Make a to-do list and schedule your day.

Priority Matrix

[Infographic elements for each tip]
Overcoming Procrastination

• Get more difficult tasks out of the way first.
• Break it down into smaller, manageable parts and set goals with specific deadlines.
• Spend a minimum of 5 minutes on a task you keep putting off and then move on to something else.
• Reward yourself,
• Change the environment—remove distractions, clear clutter, get prepared.
12. BREATHE.
Deep Breathing Exercises

• During stress, breathing becomes shallow and rapid. Taking a deep breath is an automatic and effective technique for winding down.

• Make sure that the stomach and abdomen expand, but the chest does not rise.

• Repeat five to 10 times, and make a habit of doing the exercise several times each day, even when not feeling stressed.
13. PRACTICE AN ATTITUDE OF GRATITUDE.
Overall Benefits

**CALM DOWN**
Cultivating gratitude and other positive emotions can reduce stress hormones like cortisol by as much as 23%.

A study of 400 people, 40% of whom had sleep disorders, showed making nightly lists of things one is grateful for can also improve the duration and quality of sleep.

**HEALTHIER HEART**
Recalling feelings of appreciation and listing things to be grateful for can protect the heart by decreasing blood pressure and lowering heart rate variability.

**BREATHE EASIER**
In addition to making other healthy choices, grateful individuals avoid smoking tobacco, thus avoiding a hard-to-kick habit that harms lung function and lowers life expectancy.

**SLIM DOWN**
In a study involving 152 undergraduate students, grateful participants were shown to spend an average of 35% more time exercising per week and to take better care of their health overall.

**STRONGER IMMUNITY**
Gratitude is linked with optimism, which can improve the body’s immune response in certain situations, resulting in an increase in white blood cells needed to fight disease.

HOW Gratitude AFFECTS THE HUMAN BODY

**Psychological Benefits**
- Reduces toxic negative emotions such as envy, resentment, and regret.
- Linked to empathy and lower aggression, even when faced with negative experiences.
- Can help overcome trauma and improve mental resilience, even during hard times.
- Improves self-esteem.
- Lowers risk of major depression.
Day 1: Text someone and tell them why you’re grateful for them.

Day 2: Schedule some time to volunteer in your community. Don’t know where to start? Look for opportunities at heart.org/HEARTORG/volunteer

Day 3: Take a photo of something you find beautiful (bonus points for posting it to social media!)

Day 4: Take 2 minutes to reflect and write about how you feel after having participated in this challenge. Then, keep the ‘hug’ going all year long!

GET MORE WELLNESS TIPS AT HEART.ORG/HEALTHYFORGOOD

Day 5: Take 2 minutes to reflect and write about how you feel after having participated in this challenge. Then, keep the ‘hug’ going all year long!

Day 6: Choose one item from your closet that you no longer wear and donate it to someone in need.

Day 7: Send a thank-you note to someone who deserves recognition.

Day 8: Write down five things that you are grateful for in your life.

Day 9: Write a list of reasons why you love someone — and share it with that person!

Day 10: Make a list of the little things you do for others that make a difference.

Day 11: Use your senses to celebrate the little things. Enjoy the smell of coffee, savor that one piece of chocolate, observe the winter days.

Day 12: Give a little tip at a restaurant.

Day 13: Write down five things you are grateful for in your life.

Day 14: Bring a thank-you note to someone who deserves recognition.

Day 15: Send a thank-you note to someone who deserves recognition.

Day 16: Make a list of the little things you do for others that make a difference.

Day 17: Use your senses to celebrate the little things. Enjoy the smell of coffee, savor that one piece of chocolate, observe the winter days.

Day 18: Give a little tip at a restaurant.

Day 19: Write a thank-you note to someone who deserves recognition.

Day 20: Make a list of the little things you do for others that make a difference.

Day 21: Use your senses to celebrate the little things. Enjoy the smell of coffee, savor that one piece of chocolate, observe the winter days.

Day 22: Give a little tip at a restaurant.

Day 23: Write a thank-you note to someone who deserves recognition.

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Day 50: Give a little tip at a restaurant.

Day 51: Write a thank-you note to someone who deserves recognition.

Day 52: Make a list of the little things you do for others that make a difference.
14. CHANGE YOUR SELF-TALK.
Forms of negative self-talk:
• Filtering/selective attention: magnify negative aspects and filter out positives.
• Catastrophizing: anticipate the worst, exaggerate significance.
• Polarizing/dualistic thinking: see things as only good or bad; perfectionism.
• Jumping to conclusions.
• Shoulds/musts: puts unrealistic demands on yourself.

Learning positive thinking:
• Simple, but takes time and practice.
• Basic rule: don’t say anything to yourself that you wouldn’t say to someone else.
• Other strategies
  • Focus on the present
  • Stay with the facts
Negative to Positive

• "I can't do this." ⇒ "I'll do the best I can. I've got this."
• "Everything is going wrong." ⇒ "I can handle this if I take one step at a time."
• "I hate it when this happens." ⇒ "I know how to deal with this; I've done it before."
• "I feel helpless and alone." ⇒ "I can reach out and get help if I need it."
• "I can't believe I screwed up." ⇒ "I'm human, and we all make mistakes. I can fix it."

TELL THE NEGATIVE COMMITTEE THAT MEETS INSIDE YOUR HEAD TO SIT DOWN AND SHUT UP
- Ann Bradford
15. RECOGNIZE MENTAL HEALTH WARNING SIGNS.
Common Signs of Mental Illness

- Excessive worrying or fear
- Feeling excessively sad or low
- Confused thinking or problems concentrating and learning
- Extreme mood changes, including uncontrollable “highs” or feelings of euphoria
- Prolonged or strong feelings of irritability or anger

- Avoiding friends and social activities
- Difficulties understanding or relating to other people
- Changes in sleeping habits or feeling tired and low energy
- Changes in eating habits such as increased hunger or lack of appetite
- Changes in sex drive
Common Signs of Mental Illness

• Difficulty perceiving reality (delusions or hallucinations, in which a person experiences and senses things that don’t exist in objective reality)

• Inability to perceive changes in one’s own feelings, behavior or personality ("lack of insight")

• Abuse of substances like alcohol or drugs

• Multiple physical ailments without obvious causes (such as headaches, stomach aches, vague and ongoing “aches and pains”)

• Thinking about suicide

• Inability to carry out daily activities or handle daily problems and stress

• An intense fear of weight gain or concern with appearance
16. SEEK HELP.
Campus Resources

- Community Counseling and Assessment Clinic
  - 601-266-4601
  - Price: $5/session for students; sliding scale for community clients

- Psychology Clinic
  - 601-266-4588
  - Price: sliding scale based on income with discounts for students for assessment services

- Student Health Services
  - 601-266-5390
  - Price: Varies by service; $20 provider fee

- University Clinic for Family Therapy
  - 601-266-5475
  - Price: Sliding scale, $5 for students, $10 for faculty and staff
17. UNDERSTAND BEHAVIOR CHANGE.
THE STAGES OF BEHAVIOR CHANGE

MAINTENANCE
works to sustain the behavior change

ACTION
practices the desired behavior

PREPARATION
intends to take action

CONTEMPLATION
aware of the problem and of the desired behavior change

PRE-CONTEMPLATION
unaware of the problem
The Reality of Behavior Change
Getting Started

**READINESS TO CHANGE QUESTIONNAIRE**

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Are you looking to change a specific behavior?</td>
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<tr>
<td>Are you willing to make this behavioral change a top priority?</td>
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<td>Have you tried to change this behavior before?</td>
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<td>Do you believe there are inherent risks/dangers associated with not making this behavioral change?</td>
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<td>Are you committed to making this change, even though it may prove challenging?</td>
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<td>Do you have support for making this change from friends, family, and loved ones?</td>
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<tr>
<td>Besides health reasons, do you have other reasons for wanting to change this behavior?</td>
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<tr>
<td>Are you prepared to be patient with yourself if you encounter obstacles, barriers, and/or setbacks?</td>
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**DECISIONAL BALANCE WORKSHEET**

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<tr>
<th>Behavior</th>
<th>Disadvantages</th>
<th>Advantages</th>
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18. SET SMART GOALS.
Specific
Who? What? Where?
Use details while keeping the goal clear and succinct. What will you do?

Measurable
From? To?
Identify evidence for when you reach the goal. How will you know?

Attainable
How?
Make sure you are able to put the goal into action. Can you achieve it?

Relevant
Why? Worthwhile?
The goal should meet personal interests, skills, and resources. Is it relatable?

Timely
When?
Create a time frame for accomplishing the goal. What is the deadline?
Long-term SMART goals are those specific, measurable, attainable, relevant, and time-bound goals that you hope to have achieved in the next 6 months to one year and beyond. These are the goals that you will make slow and steady progress towards achieving each time you achieve your short-term SMART goals. The short-term goals are measured in days, weeks, and months.

**EXAMPLE:** I am going to eat at least seven servings per day of fruits and vegetables by the end of summer.

**EXAMPLE:** I am going to lose 30 pounds in the next year by exercising at least 20 minutes most days of the week and only eating a dessert once per week.

**EXAMPLE:** I am going to break the cycle of emotional eating within the next six months by eating every meal at the kitchen table without any distractions.

**LONG TERM GOAL**

Nutrition goal

Physical activity goal

Behavioral goal

**SHORT TERM**

Nutrition goal

Physical activity goal

Behavioral goal
Behavioral Change Contracts

BEHAVIORAL CONTRACT

Behavioral contracting is an effective behavior modification strategy. In behavioral contracting for exercise adherence, the health coach and the client set up a system of rewards for sticking to the lifestyle modification program. Behavioral contracting is most effective when the rewards are outlined, and meaningful to the client. If the rewards are not meaningful, the client may not find them to be worth working toward. Behavioral contracting works differently for each individual and health coaches have to be careful not to push certain rewards on clients. Additionally, behavioral contracting is most effective when it is used consistently. Once certain goals are met, contracts need to be reconstructed throughout the duration of program participation.

Below are the elements of a typical behavioral contract.

I Will: (Do what)
(When)
(How often)
(How much)

How confident am I that I will do this? __________ (on a scale of 0 to 10, with 0 being not at all confident and 10 being completely confident)

If I successfully make this positive lifestyle change by __________, I will reward myself with __________

If I fail to successfully make this positive lifestyle change, I will forfeit this reward.

I, ______________, have reviewed this contract and I agree to discuss the experience involved in accomplishing or not accomplishing this health behavior improvement with ________ on ________.

Signed (Client):
Signed (Health Coach):
19. EXPECT TO STRUGGLE.
Anticipate Challenges

**HIGH-RISK SOLUTIONS WORKSHEET**

I would like you to identify one situation that you think will be the most difficult for you to stick with during your lifestyle change. Brainstorm a few ways you might successfully deal with this situation. Then, complete the statement: “When I am in [your identified high risk situation], I will increase my chances of success by [your identified solution].”

These are the situations when I am at the highest risk for not sticking with my lifestyle change:

1. 
2. 
3. 
4. 

Of these, the solution that I think will be MOST HELPFUL is:

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WILLPOWER UP!

It turns out that willpower may be a finite resource, so it’s no wonder you’re more likely to bend to temptation later in the day.

Try a few of these tips to build up your willpower so you can keep positive habits going strong.

Arrange your environment.
- Clean: Get rid of your temptations, so you don’t have to resist them.
- Commit: Make plans with a friend who can hold you accountable.
- Optimize: Time tasks so they align with your willpower – like grocery shopping when you’re already full.

Boost your willpower in the moment.
- Postpone: Say “not now, maybe later” to get the devil off your shoulder when you’re tempted.
- Distract: Give your impulse a chill pill by focusing on something else for a few minutes.
- Hide: Remove the temptation from plain sight or remove yourself from the situation.

Strengthen your ongoing willpower.
- Meditate: A 10-minute mindful meditation sesh every morning can help improve impulse control over time.
- Sleep: Think of rest as a shield from temptations – the more you sleep, the stronger it gets.
- Stop Swearing: Changing a speech pattern, like avoiding expletives, can help you learn to extend your willpower.

Excuse your setbacks.
- Forgive Yourself: You’re human, after all! Give yourself a break when you deviate from the path, and you’ll be more likely to get back on it.
Think like a queen. A queen is not afraid to fail. Failure is another steppingstone to greatness.

Oprah Winfrey