

Alicia Sample
Stress management
self feedback report
Monday, January 20, 2003

Introduction

The following information is provided to help you to navigate the extensive information that is included in this Stress management output report.

1. Overall summary chart

The summary results chart provides a quick visual representation of your scores in seven categories that make up the Stress management profile. Scores upon which to most concentrate are above 3.5, which are considered to be strong and scores below 2.75, which may be in need of further development. Please note that these category scores are averages. Individual question scores can be viewed by clicking on the category label hyperlink.

2. Category description pages

This report contains three output pages for each of the seven categories. The first of these three pages explains the category, list average scores and then provides high and low score interpretation notes. The second page provides a graphical representation of individual question scores. The third page in the set provides broadly based improvement actions for those individuals wanting to develop their competencies in the overall category.

3. 10/10 Report

The 10/10 Report page provides the raw scores for the top 10 highest scoring questions and the bottom 10 lowest scoring questions out of the 84. It also identifies the categories to which these questions belong.

4. Course and Reading suggestions

This output report includes development suggestions for the two lowest scoring categories out of the seven. These suggestions include training courses that may prove helpful, as well as specific books that may provide some useful additional information.

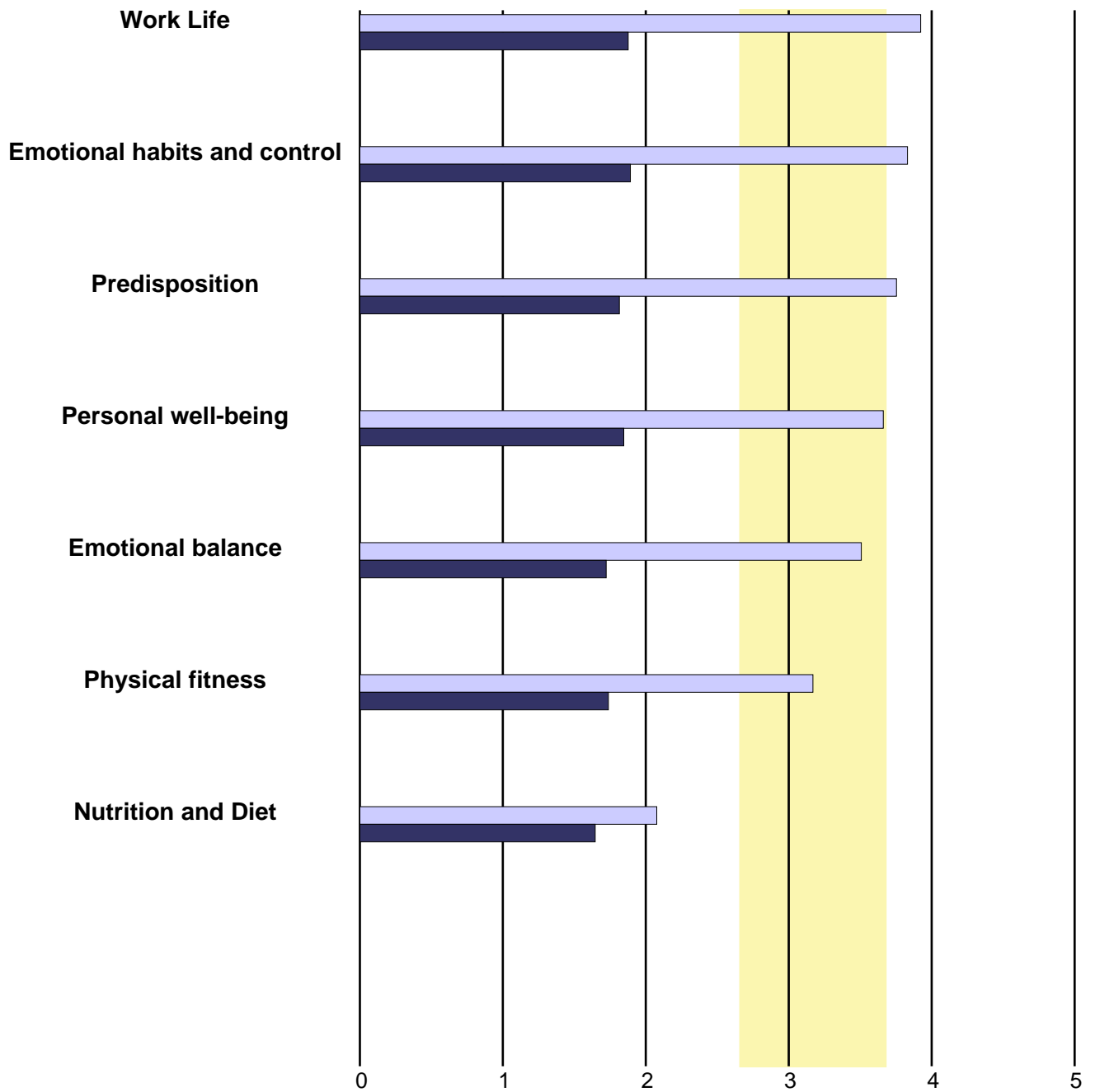
5. Development Plan

The development plan takes the five lowest scoring questions on aggregate and puts them into a single page template for individuals to record the specific actions that they plan to take as a result of their feedback during the forthcoming twelve month period. Individuals may draw upon any of the general guidance offered in their feedback report, or perhaps more usefully, draw upon the coaching tips ideas that are also included (see next section)

6. Coaching tips

The overall output report includes detailed coaching tips for the five lowest scoring questions on aggregate (consistent with the one page development plan). These coaching tips provide not only elaborative information about the particular questions but provide some specific advice on what individuals might do to improve their skills or learn new behaviors in the future.

OVERALL SUMMARY



Self
 Norm

The above chart is sorted in descending order of summary scores.

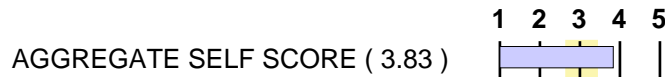
Norm bars shown on this chart are the progressive average aggregate scores of all individuals rating themselves on this questionnaire.

Stress management Profile

EMOTIONAL HABITS AND CONTROL

Emotional habits and control looks at the extent to which you listen to your internal feelings and thoughts and then control your life and your environment as much as necessary to effect the level of control that you feel you need.

1 = almost never, 5 = almost always.



Interpretation

LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely mean that this individual worries about what others think and do and is therefore concerned to act in the 'right' way, often according to standards of behavior that are external to them.

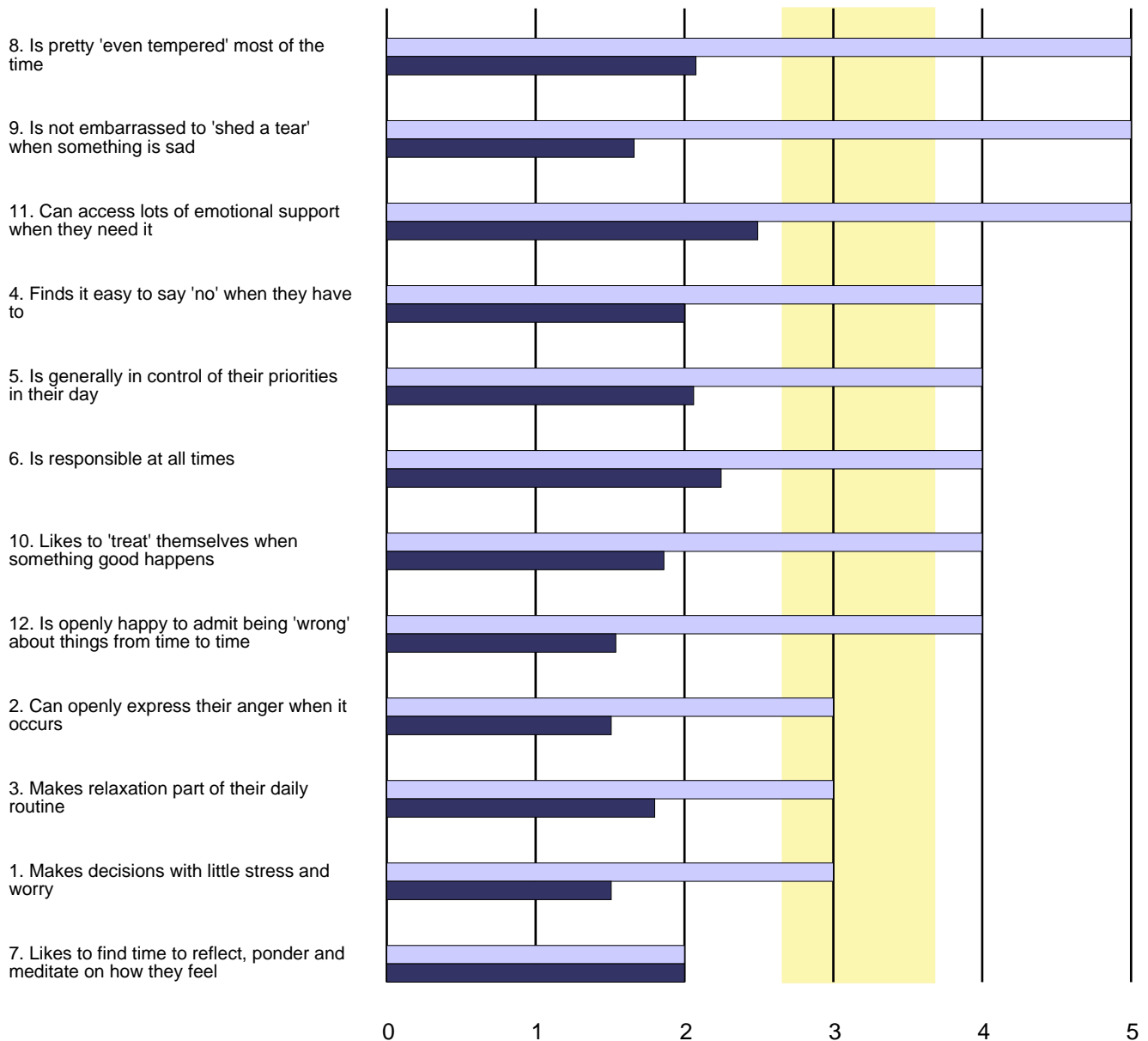
A low score person will be likely to be relatively 'volatile' emotionally. This may mean swinging from quietly worrying about taking an action to openly showing irritation (or even anger), even if they think they are keeping it to themselves."

HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely mean that this individual is very much in control of their life and their feelings that they show to the outside world. With this, goes a high degree of self-reliance.

A high score person will be likely to be entirely comfortable in their own company and to accept their imperfections and shortfalls without much personal 'angst'. They will usually be comfortable to ask for help when they need it and will freely give support when required."

Stress management Profile EMOTIONAL HABITS AND CONTROL



Self Norm

The above chart is sorted in descending order of summary scores.

Norm bars shown on this chart are the progressive average aggregate scores of all individuals rating themselves on this questionnaire.

Stress management Profile

EMOTIONAL HABITS AND CONTROL

Emotional habits and control looks at the extent to which you listen to your internal feelings and thoughts and then control your life and your environment as much as necessary to effect the level of control that you feel you need.

Improvement actions

Look at some of the statements on the statements for this category and select four or five in which you can take action in the future to lower your overall scores over time. This might be to 'treat yourself to something' when you think you've done 'well'. It could also involve identifying an issue on which you think you may have been 'wrong' or 'unfair' and admitting this to the person(s) involved.

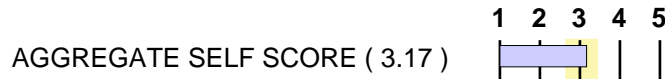
Emotional habits and control	<ul style="list-style-type: none">-Take some time out to engage in some deep personal thinking about who your are and what you want out of life.-Make some firm decisions about your needs and how you are going to approach situations in an even-tempered way and stay completely in control.-Learn how to say 'no' in a friendly but firm way to keep your workload sensible but balanced.-Reward yourself when you achieve a milestone or target you set yourself to attain.-Become more comfortable in opening up your emotions to others.
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Stress management Profile

PHYSICAL FITNESS

Physical fitness looks at your overall levels of physical health now and the extent to which your 'regime' maintains your desired fitness and health into the future.

1 = almost never, 5 = almost always.



Interpretation

LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to mean that this individual is neglectful of 'good' exercise, or only exercises lightly or infrequently at best.

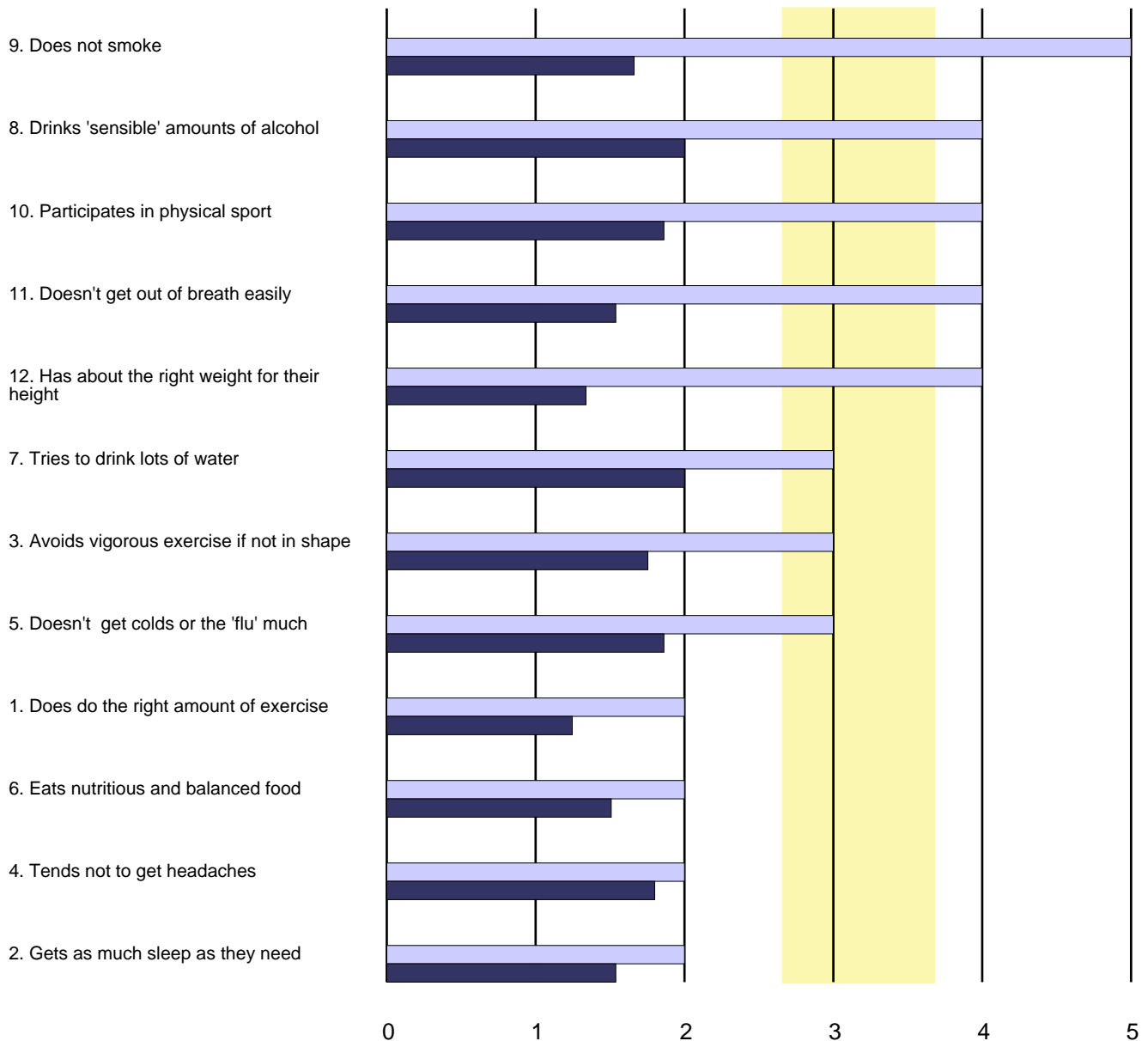
The low score person is likely to avoid exercise and drive or be driven almost everywhere. They may also see exercise as tedious and prone to take too long to do in a busy day."

HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely to mean that this individual is serious about their on-going fitness and health, and making sure that they do at least the minimum to ensure that you remain strong and resilient.

A high score person will be likely to find time in every week to exercise even if this is designed into their 'normal' daily activities such as walking or riding a bicycle."

Stress management Profile PHYSICAL FITNESS



Self
 Norm

The above chart is sorted in descending order of summary scores.

Norm bars shown on this chart are the progressive average aggregate scores of all individuals rating themselves on this questionnaire.

Stress management Profile

PHYSICAL FITNESS

Physical fitness looks at your overall levels of physical health now and the extent to which your 'regime' maintains your desired fitness and health into the future.

Improvement actions

The low scorer needs to develop some kind of fitness regime to include some exercise into their life every week. After consulting with a doctor if necessary, start slowly and build up to doing enough exercise to start to feel good about yourself.

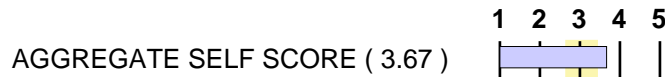
Physical fitness	<ul style="list-style-type: none">-Talk to your Doctor and with his/her help, design a fitness regime that slowly builds exercise into every day and builds up a little over time.-If you find exercise boring, take up a physical sport or recreation activity that you would enjoy.-Avoid actions or habits that are detrimental to your health like smoking or excesses of alcohol.-Take time to stretch, flex, walk, breath in fresh air and other short duration activities that can help to keep you healthy.
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Stress management Profile

PERSONAL WELL-BEING

Personal well-being looks at the extent to which you consciously act to look after your body and avoid substances or practices that are likely to cause you short or long term harm.

1 = almost never, 5 = almost always.



Interpretation

LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to mean that this individual neglects their body or does not think about the regular 'wear and tear' that can occur until it may become a more significant problem, or they need more serious help.

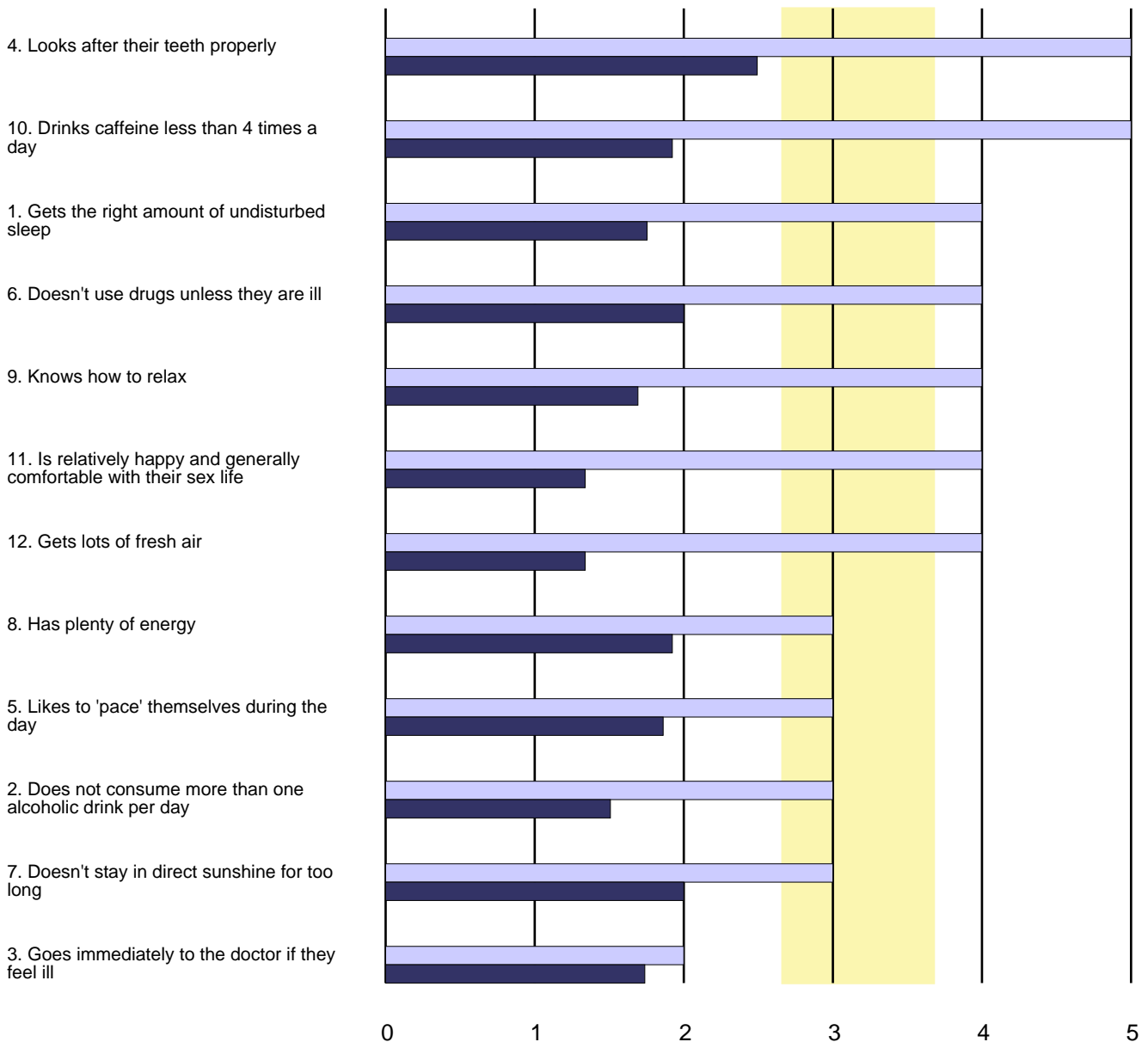
A low score person will be likely to give a low priority to their personal well-being and to looking after their weight, diet, physical health, and relaxation. This may not be an 'issue' until it becomes 'annoying' or serious. This is typically a 'reactive' type of person to their own well-being."

HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely to mean that this individual actively seeks to look after their body in any way necessary in most situations in which they find themselves through prevention and protection.

A high score person will be likely to look after themselves well and therefore take lots of active steps to prevent inflicting harm on their 'person' wherever possible."

Stress management Profile PERSONAL WELL-BEING



Self
 Norm

The above chart is sorted in descending order of summary scores.

Norm bars shown on this chart are the progressive average aggregate scores of all individuals rating themselves on this questionnaire.

Stress management Profile

PERSONAL WELL-BEING

Personal well-being looks at the extent to which you consciously act to look after your body and avoid substances or practices that are likely to cause you short or long term harm.

Improvement actions

Pick out one or two areas in which you can specifically change your habits to help 'get you started' in looking after yourself more. This might be to give up smoking (if applicable) or drinking less tea, coffee or alcohol. It might even include something simple like taking a short walk once a day.

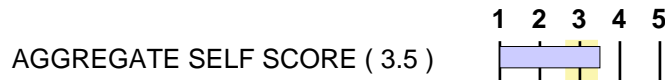
Personal well-being	<ul style="list-style-type: none">-Use your segment questionnaire of low scores in personal well-being to make a list and write out a set of personal goals to reverse these.- Post the list on your bathroom wall or somewhere in which it can remind you of your commitment until you are looking after yourself as a matter of course.-Make sure that you create an environment in which you can get as much undisturbed sleep as possible.-Drink less coffee/tea, take things more slowly and generally try to relax more often.
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Stress management Profile

EMOTIONAL BALANCE

Emotional balance looks at the extent to which you consciously act to look after your mental and emotional well being. This category asks the general question "Do I feel emotionally comfortable most of the time"

1 = almost never, 5 = almost always.



Interpretation

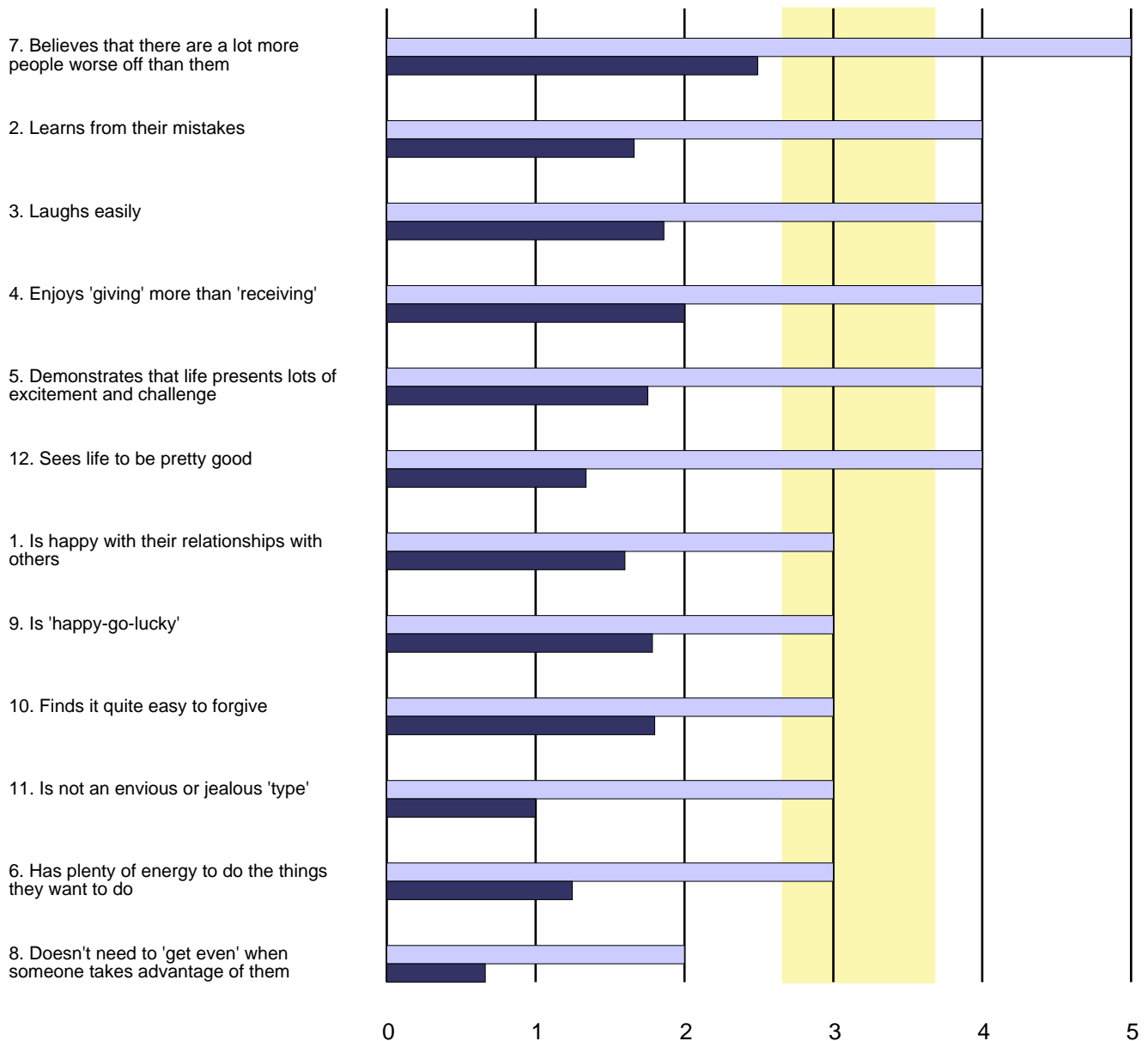
LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to mean that this individual is somewhat insular, concerned to protect their 'patch' and prone to see each day as 'a challenge to be overcome'. A low score person will be likely to give a low priority to their mental and emotional well being, and to relating to others in a balanced and reasonable way as much as possible. This can lead to high levels of introspection and even withdrawal."

HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely mean that this individual is very easy going and broadly happy with their life, and see each day as a 'new experience' to be savored. A high score person will be likely to be a relatively 'open type' that is quite comfortable in relating to other people of all kinds and in almost all situations. "Taking things as they come" may be a common motto."

Stress management Profile EMOTIONAL BALANCE



Self
 Norm

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Stress management Profile

EMOTIONAL BALANCE

Emotional balance looks at the extent to which you consciously act to look after your mental and emotional well being. This category asks the general question "Do I feel emotionally comfortable most of the time"

Improvement actions

Although it is difficult to stop people from generally worrying, self-awareness that there can be a different perspective is often the first step in a long journey towards thinking more positively. Being more accepting of what comes along in life will be easier with someone to help and support you but can be done individually with focus and determination.

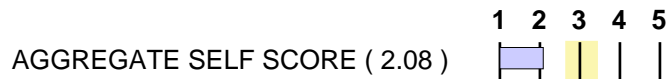
Emotional balance	<ul style="list-style-type: none">- Aim to take a step back and reflect on everything you hear, say and do in a positive way.- Focus your thinking on the positive and stop yourself focusing on the negative.- Take time and effort to practice and recognize that a much more balanced emotional regime is possible with patience and concentration.- Avoid 'bottling up' your emotions or staying angry or annoyed for long-concentrate on cooling down quickly or deflecting your thinking onto something pleasant.
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Stress management Profile

NUTRITION AND DIET

Nutrition and diet looks at what you eat and how healthy it is likely to be. This category asks the question "Are you maintaining a healthy and nutritious diet?"

1 = almost never, 5 = almost always.



Interpretation

LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to mean that this individual is likely to be unaware of general or particular diet needs and more prone to consume foods that they enjoy regardless of their effect on their body-good and bad.

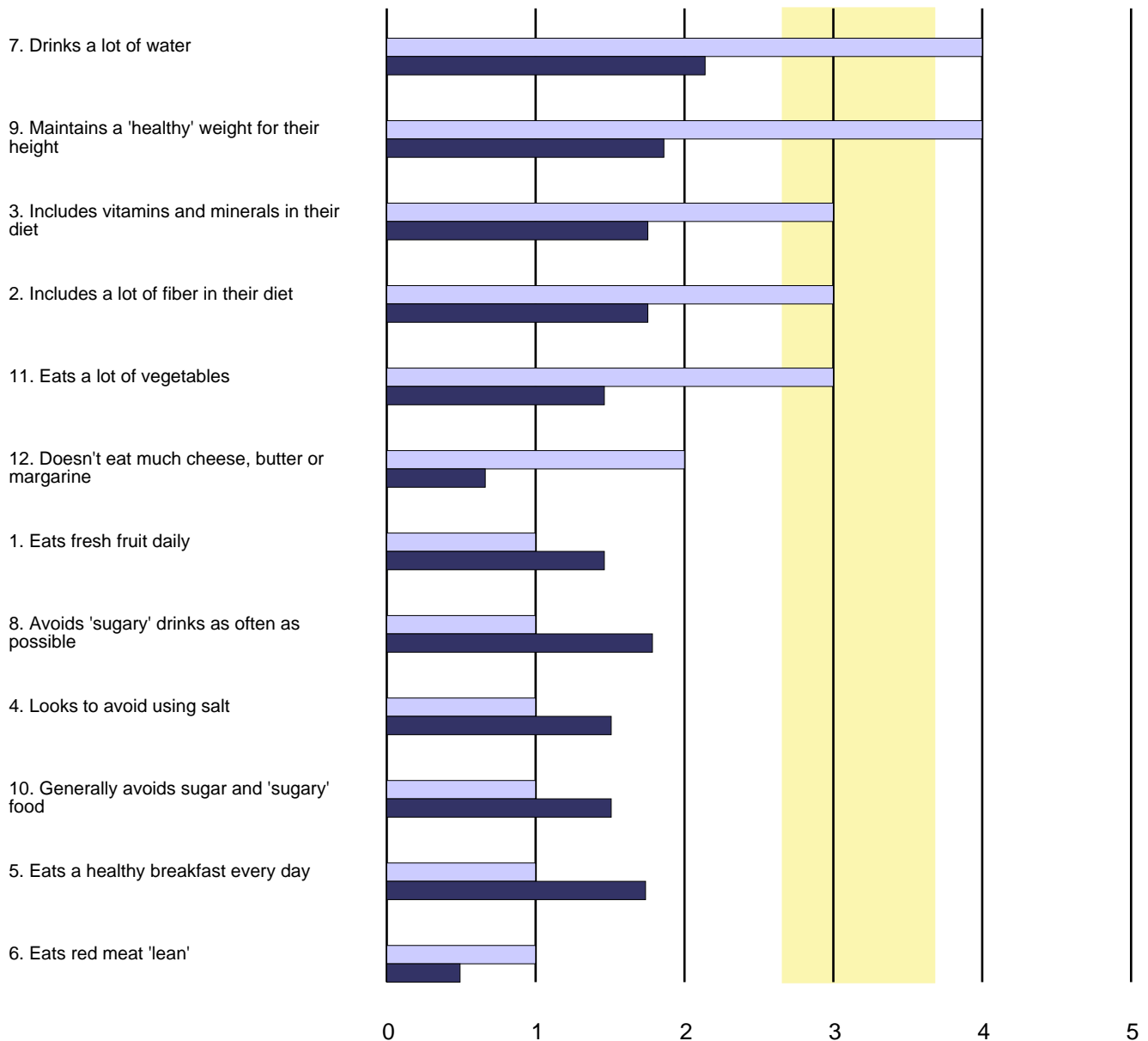
A low score person will be likely to buy food that they like or is a particular favorite and give little or no thought to ensuring that they get all the major protein, fats, carbohydrates, vitamins and minerals etc."

HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely to mean that this individual is aware of the need to maintain balance in their overall diet. They will also plan and organize what they eat in order to avoid what is not good for them and include what is good for them.

A high score person will be likely to choose the food they buy in the first place to be relatively balanced and then eat the right kind or groups of food to include all their nutritional needs. "

Stress management Profile NUTRITION AND DIET



Self
 Norm

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Stress management Profile

NUTRITION AND DIET

Nutrition and diet looks at what you eat and how healthy it is likely to be. This category asks the question "Are you maintaining a healthy and nutritious diet?"

Improvement actions

Start by reading a good diet and nutrition booklet or guide or go and see a professional. Design a varied but healthy regime that you can stick to until it becomes a normal part of your habits.

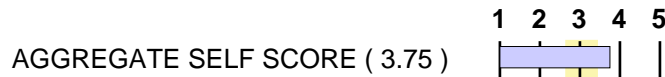
Nutrition and Diet	<ul style="list-style-type: none">-Talk to your Doctor or a nutritionist (or at least get a book on healthy eating or diet)-Slowly and gently start to change the balance of what you eat away from fats, oils, sugars, salt, etc-Move towards a more fiber, protein, vitamins, balanced minerals and water, orientated diet.-Minimize your intake of the more problematic foods like red meat, fats or sugar.
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Stress management Profile

PREDISPOSITION

Predisposition looks at your base character predisposition or your internal drive and pace of living. This category asks the question "how much pressure do you feel or put on yourself?"

1 = almost never, 5 = almost always.



Interpretation

LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to indicate the so-called "Type A" behavior. This means that this individual is likely to be under constant pressure of time, see life in general as competitive and are hard driving (on themselves and others).

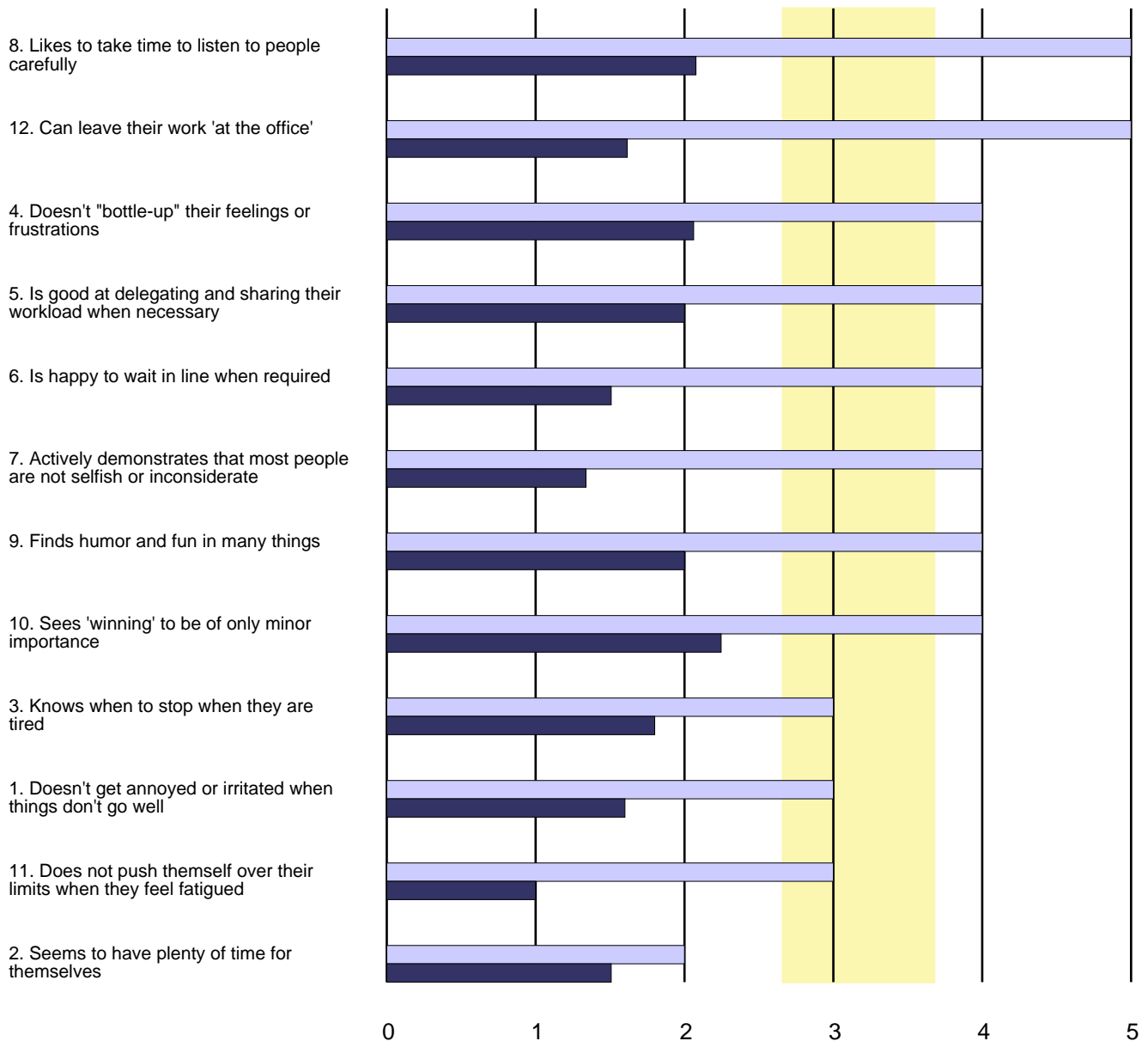
The Type "A" gets things done and can be fast and action orientated. However, this behavior type is more naturally disposed to "bite off a lot to chew" (pushing themselves and others hard). Some type 'A's will cram a lot into their day and can therefore impress those around them with their capacity to manage time with great pace and energy. However, the type 'A' may become overly obsessive about cramming in as much as possible and sometimes fail to design in enough contemplative time, or even time for themselves to relax or quietly reflect on where they might be going."

HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely to indicate the so-called "Type B" behavior. This means that this individual is likely to be calm, relatively "laid-back", able to relax and wind-down, and able to easily avoid competitive pressures and unnecessary deadlines.

The Type "B" will probably do things at a steadier pace with perhaps fewer "balls in the air" at once. This type is an excellent controller of their pace and energy. As such, they are likely to be better able to avoid becoming a "slave to the clock". However, the type 'B' may choose to deliberately miss some deadlines and instead seek what they see to be a healthy personal balance of overall workload (even if it means being seen as slower than some others). "

Stress management Profile PREDISPOSITION



Self
 Norm

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Norm bars shown on this chart are the progressive average aggregate scores of all individuals rating themselves on this questionnaire.

Stress management Profile PREDISPOSITION

Predisposition looks at your base character predisposition or your internal drive and pace of living. This category asks the question "how much pressure do you feel or put on yourself?"

Improvement actions

The Type "A" can engage themselves generally in designing more personal time into their life, their relationships and their enjoyment. They can also try to avoid setting themselves deadlines and targets quite so often. The Type "A" should work on their '1' scores first, then the '2' scores and so on. This approach of concentrating on low scores first, should be used in every category.

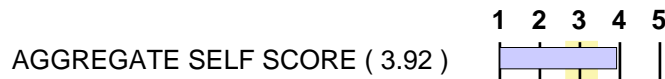
Predisposition	<ul style="list-style-type: none">-Design in much more personal time to relax, reflect, think, pursue, and gentle recreation-Try not to fill up your day with as much activity, targets and priorities.-Look to avoid 'pushing' yourself towards targets and deadlines quite so often.-Plan this different and slower approach into your day at first, until it becomes more 'natura' for you.
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Stress management Profile

WORK LIFE

Work life looks at how you feel about your work and how you think about managing and controlling it rather than it managing and controlling you.

1 = almost never, 5 = almost always.



Interpretation

LOW (less than 2.75)

"Scales predominantly in the ones and twos ('occasionally' and 'almost never') are likely to mean that this individual sees work as 'a necessary evil' and a place to 'tolerate' as best they can (even though they may not always succeed and are often glad to get away from it).

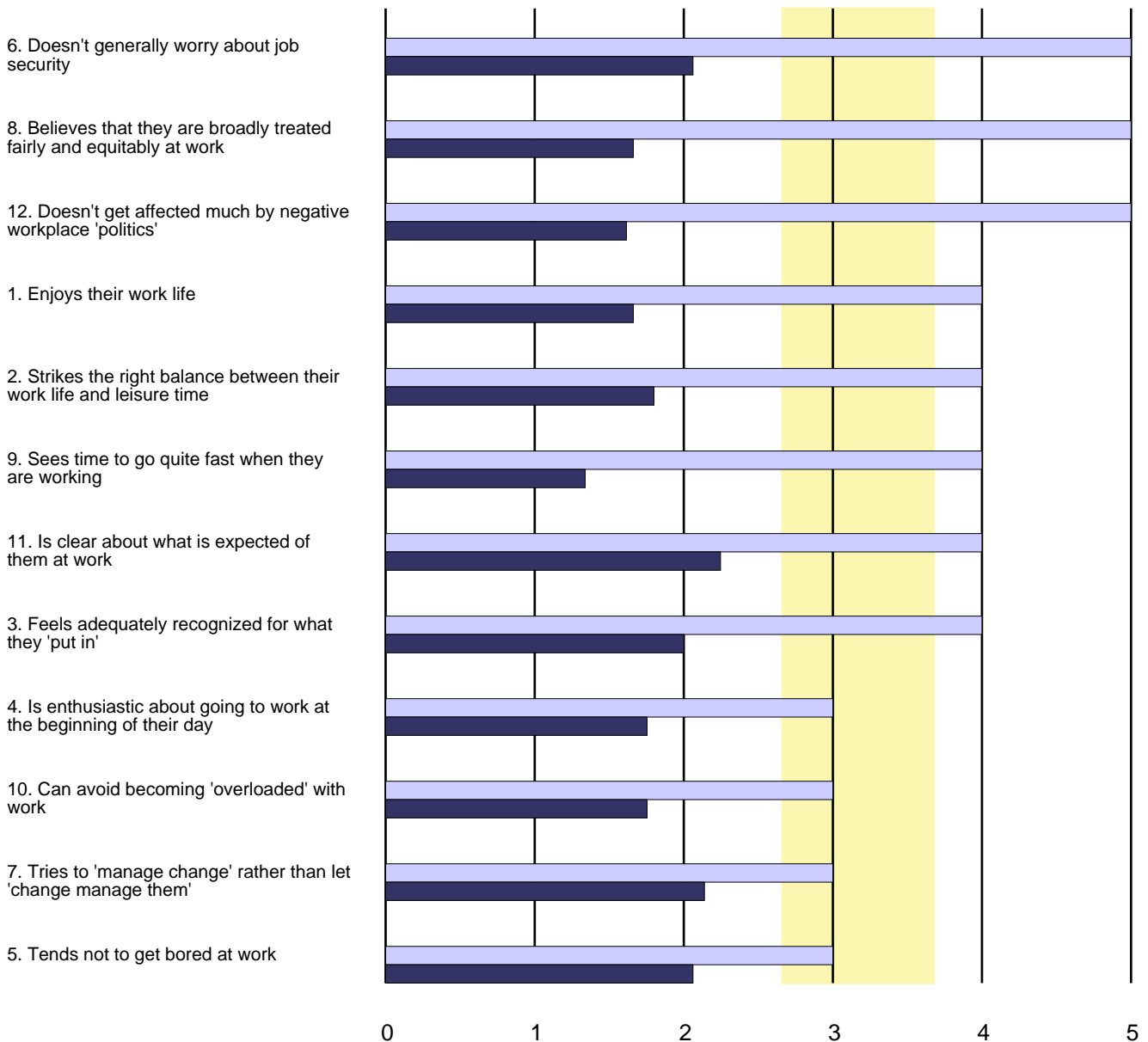
A low score person can often develop general worry stress, fatigue and long term illness by letting their work frustrations consume them without a non-work stress relief outlet."

HIGH (greater than 3.5)

"Scales predominantly in the fours and fives ('almost always' and 'very frequently') are likely mean that this individual sees work as a challenging and interesting part of their life in which they 'get out' what you want without letting it become dominant or too 'encroaching' on your home life more than you want it to.

A high score person will usually either find their work enjoyable or change it so that it becomes more satisfying or fulfilling."

Stress management Profile WORK LIFE



Self
 Norm

The above chart is sorted in descending order of summary scores.

Norm bars shown on this chart are the progressive average aggregate scores of all individuals rating themselves on this questionnaire.

Stress management Profile

WORK LIFE

Work life looks at how you feel about your work and how you think about managing and controlling it rather than it managing and controlling you.

Improvement actions

Make a list of what you realistically enjoy and do not enjoy about your work and see or 'test' if it is possible to change what you do to adjust this 'balance' to become more positive for you. If this isn't possible, or only makes a marginal difference, think about what steps you would have to take to change roles altogether.

Work Life	<ul style="list-style-type: none">- Reflect on how important your work is in your life- Look to re-balance your life to help you relax and enjoy yourself more inside and outside work.- If you think it is helpful, look at changing the way you work, your job or even your organization to take on work that you would enjoy more.- Volunteer for new tasks or projects that help to increase your job enrichment.
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THE '10/10' REPORT

Top 10 development needs

		scores
Nutrition and Diet	1. Eats fresh fruit daily	1.0
Nutrition and Diet	4. Looks to avoid using salt	1.0
Nutrition and Diet	5. Eats a healthy breakfast every day	1.0
Nutrition and Diet	6. Eats red meat 'lean'	1.0
Nutrition and Diet	8. Avoids 'sugary' drinks as often as possible	1.0
Nutrition and Diet	10. Generally avoids sugar and 'sugary' food	1.0
Personal well-being	3. Goes immediately to the doctor if they feel ill	2.0
Emotional balance	8. Doesn't need to 'get even' when someone takes advantage of them	2.0
Nutrition and Diet	12. Doesn't eat much cheese, butter or margarine	2.0
Predisposition	2. Seems to have plenty of time for themselves	2.0

Top 10 strengths

Personal well-being	4. Looks after their teeth properly	5.0
Personal well-being	10. Drinks caffeine less than 4 times a day	5.0
Emotional balance	7. Believes that there are a lot more people worse off than them	5.0
Predisposition	8. Likes to take time to listen to people carefully	5.0
Predisposition	12. Can leave their work 'at the office'	5.0
Work Life	6. Doesn't generally worry about job security	5.0
Work Life	8. Believes that they are broadly treated fairly and equitably at work	5.0
Work Life	12. Doesn't get affected much by negative workplace 'politics'	5.0
Emotional habits and control	8. Is pretty 'even tempered' most of the time	5.0
Emotional habits and control	9. Is not embarrassed to 'shed a tear' when something is sad	5.0

COURSE AND READING SUGGESTIONS

The following are general reading and course suggestions that may help you to better understand the two categories in which your scores were the lowest and to assist you in writing your development plan.

Nutrition and Diet

Nutrition and diet looks at what you eat and how healthy it is likely to be. This category asks the question "Are you maintaining a healthy and nutritious diet?"

Course Suggestions

- Healthy eating and diet
- Understanding vitamins and minerals
- Nutritional balance

Reading Suggestions

- Eat Right for Your Type : The Individualized Diet Solution to Staying Healthy, Living Longer & achieving Your Ideal Weight, Peter J., Dr. D'Adamo, et al. 1997
- Stress Diet and Your Heart, Dean M. D. Ornish. Mass Market, 1991
- The New Pressure Cooker Cookbook : A Complete Guide to Meals in Minutes Using Today's Stress-Free Pressure Cooker, Patricia Dailey. 1998
- Eating Well for Optimum Health: The Essential Guide to Food, Diet, and Nutrition, Andrew Weil M.D., 2000
- Fight Fat After Forty : The Revolutionary Three-Pronged Approach That Will Break Your Stress-Fat Cycle and Make You Healthy, Fit, and Trim for Life, Pamela, MD Peeke. 2000
- 40-30-30 Fat Burning Nutrition : The Dietary Hormonal Connection to Permanent Weight Loss and Better Health, Joyce Daoust(Introduction), Gene Daoust (Introduction). 1997
- The Energy Edge, Pamela Smith. 2000
- The Diet Cure : The 8-Step Program to Rebalance Your Body Chemistry and End Food Cravings, Weight Problems, and Mood Swings-Now, Julia Ross. 2000

Other Suggestions

- If you feel comfortable to do so, talk to your direct supervisor/manager or a training and development specialist about personal training, coaching, and specific projects to improve your skills and other possible support they may be able to offer.

COURSE AND READING SUGGESTIONS

Physical fitness

Physical fitness looks at your overall levels of physical health now and the extent to which your 'regime' maintains your desired fitness and health into the future.

Course Suggestions

- Practical exercises on a regular basis
- Stamina and strength building
- Physical aerobics training

Reading Suggestions

- Stretching Scientifically : A Guide to Flexibility Training, Thomas Kurz. 1994
- The Wellness Book : The Comprehensive Guide to Maintaining Health and Treating Stress-Related Illness, Herbert, M.D. Benson, Eileen M. Stuart (Contributor). October 1993
- Body for Life: 12 Weeks to Mental and Physical Strength, Bill Phillips, Michael D'Orso (Contributor). 1999
- Weight Training For Dummies®, Suzanne Schlosberg, Liz Neporent. 1997
- The Complete Guide to Navy Seal Fitness, Stewart Smith, Stuart Smith. 1998
- Office Yoga : Simple Stretches for Busy People, Darrin Zeer, Michael Klein. 2000
- The Complete Guide to Joseph H. Pilates' Techniques of Physical Conditioning : Applying the Principles of Body Control, Allan Menezes. 2000
- The Whartons' Stretch Book : Featuring the Breakthrough Method of Active-Isolated Stretching, Jim Wharton, et al. July 1996

Other Suggestions

- If you feel comfortable to do so, talk to your direct supervisor/manager or a training and development specialist about personal training, coaching, and specific projects to improve your skills and other possible support they may be able to offer.

DEVELOPMENT PLAN

Use the space below to write out your personal development plan for the next 12 months based on your results. Draw upon the general improvement actions in relevant areas of the report and ideas that are suggested in the attached coaching tips.

Development Area: Eats fresh fruit daily		1.0	N/A	N/A
Action to Take:	Target Date:			
Development Area: Looks to avoid using salt		1.0	N/A	N/A
Action to Take:	Target Date:			
Development Area: Eats a healthy breakfast every day		1.0	N/A	N/A
Action to Take:	Target Date:			
Development Area: Eats red meat 'lean'		1.0	N/A	N/A
Action to Take:	Target Date:			
Development Area: Avoids 'sugary' drinks as often as possible		1.0	N/A	N/A
Action to Take:	Target Date:			

3 Nutrition and Diet

Eats fresh fruit daily

Although there is a small amount of variation between different types of fruit, all fruit is comparatively good for us as a food. This is because fruit is high in fiber, minerals and beneficial vitamins and is also low in fat. Fruit has excellent capacity to keep the entire gastric system clean and regular and to ensure that we feel less heavy with food (making us more able to stay fit and active).

In addition to the basic bodily benefits, many scientific studies show that increased consumption of fruit (and vegetables of course) reduces the risk of poor health including serious health problems such as heart disease and cancer.

Consider the following to improve your overall effectiveness in this area:

1. Eat 3 to 4 servings of fruit every day. Choose these foods over high calories, high-fat foods for snacks between meals.
2. At least once a day, try to consume one of the following types of fruit sources: 1 medium apple, banana or orange, 1/2 cup of chopped, cooked or canned fruit, 3/4 cup of fruit juice
3. Finish off a meal with an apple, orange, pears, strawberries (without cream) pineapple etc as a substitute for cake, ice cream or less healthy deserts.
4. Take a piece of fruit to work with you to have as a snack in the morning or in the afternoon along with a drink of cold water.
5. Wrap a piece of fruit in plastic film or foil to have with a packed lunch or to include in a sandwich box (and forget about the biscuits and the chocolate bars).



3 Nutrition and Diet

Looks to avoid using too much salt

Salt (or sodium as it is more accurately called) is found naturally in many foods in small amounts. Although sodium plays an important bodily role in regulating fluids and blood pressure, if too much is consumed it can increase stress levels and do long term damage to your health.

Sodium is the major component in table salt. Even though some salt is essential as a nutrient, the amount needed by most people is extremely small (and often much less than they use on their food). Excess sodium has been linked (along with issues such as hereditary factors and being overweight) to high blood pressure. People who are somewhat at risk from high blood pressure may therefore be able to reduce their risk by reducing their sodium intake.

Dietary guidelines for average people suggest that a moderate intake per day should be less than 2400 milligrams of sodium. This is no more than a level teaspoon of salt.

Consider the following to improve your overall effectiveness in this area:

1. Reduce the amount of salt that you add to your food. Much of our excess sodium comes from overusing the salt shaker. Make it a practice to always taste your food before you reach for the salt. This means making a conscious effort to put less salt on your food than usual. With a little time your taste buds will adapt and you may even start to enjoy the flavors that are no longer so masked by the salt.
2. Change your cooking style by trying lower salt recipes. Experiment with different herbs and spices to enhance the flavor of foods. As many high salt foods are also high in fat, a low sodium menu may also be low fat too.
3. Try salt substitutes. Some substitutes are a mixture of herbs that aim to replicate the salt taste to some extent.
4. Avoid packaged foods as far as possible. Foods like frozen dinners or packaged soups are high in sodium. Read the labels and remember that the serving size will also influence how much salt you are consuming. A can of soup for example has around 1,000 mg of sodium per serving and 2,000 in the entire can.
5. If your salt intake is high, try increasing your consumption of fruit and vegetables. These contain very little or no naturally occurring sodium compared to other food groups.
6. Read food labels carefully to find out which foods have added salt or where the salt content is high. Typically, foods such as bacon, ham, salted fish, sausages, potato chips, nuts, processed cheeses, packet soups etc are all high in salt.



3 Nutrition and Diet

Eats a healthy breakfast every day

Whether you eat a full breakfast at home, eat a brown paper bag breakfast on the journey to work, or buy a cafeteria style breakfast as you travel to the office, there is no meal that is more important than the first one of the day.

Studies show that people who skip breakfast altogether, or who eat unhealthy breakfast foods (like doughnuts, croissants or pastries) can have a hard time concentrating just a few hours later.

To prevent this problem you need to find healthy foods that you like to eat and make sure that they are served (even in small quantities) in the morning at the start of the work shift) even if they are not the 'traditional' breakfast fare. This beats sugary cereals, pastries and caffeine nutritionally and this will help you to give of your best for several hours before the next meal (as the energy cycle which reaches its low point about 3 to 4 hours after we have slept will have been properly fed)

If you do not have time to eat at home, make sure that you pack a healthy breakfast to take with you such as a low fat yogurt, fruit and even whole grain toast.

Consider the following to improve your overall effectiveness in this area:

1. Always eat and drink something at the beginning of your day, even if it is only toast and water. The body will need energy three to four hours after a long sleep and therefore needs food and drink to draw upon so as not to feel tired and listless.
2. Aim to make your breakfast healthy by eating foods that are high in fiber, fruits, juices and cereals. Minimize dairy products and high fat content foods as much as you can or use low fat alternatives for things like milk, yogurts, jams etc.
3. If you like cereal, ensure that you buy and eat the lower sugar or unsweetened varieties and sweeten them if you need to with slices of fruit or raisins etc.
4. If you don't particularly like the fare usually served up at breakfast, try something entirely different that you will enjoy and is healthy for you. It is only convention that makes eggs, cereals, and breads the mainstay at the breakfast table. Why not try things like celery, bananas, pretzels and popcorn to help increase the variety?



3 Nutrition and Diet

Eats red meat 'lean'

Although 'red' meat consumption has fallen significantly over the last twenty years or so in many national diets (to be replaced by meats such as chicken and fish) many people still eat a considerable amount of red meat. In doing this, they subject their body to much higher levels of fatty acids giving rise to potentially higher levels of cholesterol and the resultant higher levels of heart disease.

If you do not want to cut red meat entirely out of your diet, one significant way to reduce it is to lessen the fat content and cholesterol by eating it 'lean'. In this case, 'lean' means two things: Firstly, It means cutting off the fattier parts of the joint directly (ideally before they are cooked) rather than to leave them on the meat to be consumed. Secondly, it means selecting red meats that are leaner in their fat content such as corn fed animal meat, ground round minced meat and less fatty parts of the overall animal.

Consider the following to improve your overall effectiveness in this area:

1. Buy your packaged red meats carefully, ensuring that you know the percentage of fat they contain from the label.
2. Trim any fat off red meat that you can before cooking it and drain off any fats that are released while it is cooking (and well before serving).
3. Avoid using too much in the way of animal fats to cook your meats, such as butter or lard. Use low fat vegetable oils or similar substitutes.
4. Aim to eat red meats that have been baked or grilled rather than fried.
5. Reduce the potential portion sizes of red meats and eat more vegetables or other protein rich foods such as beans, tofu or meat substitutes.



3 Nutrition and Diet

Avoids sugary drinks as often as possible

Sugars, both naturally occurring and added, are common component of any foods. Sugars are used for flavor enhancement, to improve food texture, as a baking aid, and as a preservative. Sugar is a dietary concern because most foods that are high in sugar are high in calories, but supply little if any nutrients. Eating a diet high in sugar makes maintaining a healthy weight and nutritional balance (and healthy teeth for that matter) much more difficult.

On a food label, sugars include the following: Brown sugar, corn sweetener, corn syrup, fructose, fruit juice concentrate, glucose (dextrose), honey, lactose, maltose, molasses, sucrose and syrup. A food is likely to be high in sugars if one of this list of terms appear first or second in the ingredients list (or if several of them are listed on the label).

Desert type foods get most of the blame for being high in sugar (and this is usually accurate). Most deserts are high in sugar and fat and are not therefore very healthy foods. However, many people have a problem with removing deserts entirely from their diet and there is little else that can feed the sweet tooth quite so well. However, we will do little for our long term health or stress handling ability unless we try.

Consider the following to improve your overall effectiveness in this area:

1. Make and eat deserts less frequently than your current practice. Every meal does not demand a sweet ending. Perhaps once or twice a week should be a sensible limit.
2. Try new recipes using less sugar and utilizing no sugar at all in the ingredients.
3. Limit yourself to a single, moderate sized serving if you must eat sugar (if out in a restaurant, ask them to cut it in half and take the other half home with you for tomorrow).
4. Try sugar substitutes (saccharine etc) which can be used in many recipes instead just as successfully.
5. Try fresh fruits as a desert. While fruits are sweet and contain some naturally occurring sugar, the amount per serving is much less than for a prepared desert item.
6. Substitute flavored mineral water for soda based drinks which are high in sugar.

