

# good FOR YOU

Summer 2007



## Five things to do today at work – that make a difference



### Smile.

It makes the world brighter, you will look younger, and it cheers you up in the process, an all round, instant winner!

### Think of three things you are grateful for.

Focusing on the good things in life helps us to put any other issues into perspective. Great conversations for making everyone in the office feel upbeat. We forget that we actually live in a wonderful world.

### Speak to someone at work that you have never spoken to before.

If you do this, not only will you increase your network of contacts, but you will also be on nodding terms with at least 250 more people than last year.

### Keep a well stocked fruit bowl on your desk.

You will be sending a message to everyone that you are eating healthily and it will reduce the temptation for dipping into the coffee-time chocolate drawer.

### Write a workmate a card or a note.

In our fast high tech lives taking time out to write something personal is hugely appreciated and can enrich our relationships with others.



Warm weather, blue skies and the sun is shining. It's time for holidays, picnics, days on the beach

sunbathing.....hold on a moment, for most of us summer means work as usual, sometimes in soaring temperatures, in stuffy rooms with little or no natural light and the promise of a couple of weeks off if we are lucky.

So how do you make the most of summer while you are at work? In this Summer issue you will find loads of articles that give you advice, ideas and info on how to make the most of your workplace and your career and to be happy, healthy and positive throughout the summer months.

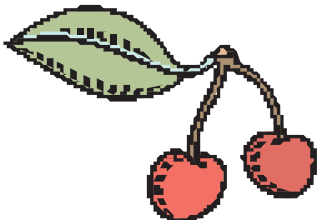


# What to eat this summer

A sweet dripping ripe strawberry is a joy. Tart gooseberries, sweet scented raspberries, blackberries, and blueberries should all find a way into your



lunch box. Full of vitamin C, these summer time treasures will fill you with masses of antioxidants. For something a little different, try sliced strawberries sprinkled with black pepper and a spot of balsamic vinegar

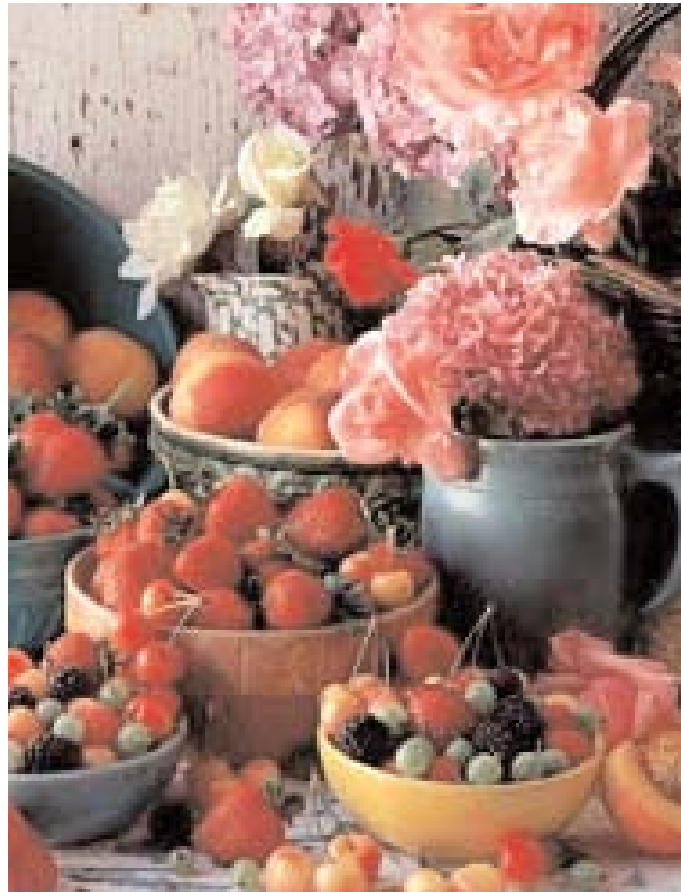


Cherries with their deep flavour will be around for a short while. Buy from the greengrocer and take outside with you at lunch time and eat straight from the brown paper bag.

Choose from a wonderful array of summer vegetables to add variety to your lunch box. Try baby carrots, colourful peppers, hot



**Time to fill your lunch box with the delicious tastes of summer.**



crunchy radishes and long cool cucumbers to eat raw with your sandwich. Make salads with floppy leaved green lettuces, spicy rocket or mizuna, fresh peas, baby broad beans, salad onions and sweet juicy tomatoes. A salad will count towards your five a day and give you a good mix of vitamins and minerals.

Wonderful light and tasty meals to make when you return home might include a delicious Mediterranean ratatouille with courgettes, tomatoes and

onions and herbs, or you could try roasting some summer veg, flavouring with garlic and herbs and serving with couscous or crusty granary bread.

Other foods that are at their best in the summer are sardines and mackerel, both great for the barbecue. Crab is at its best in early



summer. Buy it ready dressed and make a special lunch time sandwich with wholegrain bread and fresh unsalted butter. Lamb makes a quick and tasty evening meal to eat outside. Cook under the grill or in the pan. Serve with new potatoes, summer vegetables and some fresh mint.

## A working lunch

Cook some extra pasta at dinner time and rinse it well in cold water.



Keep in the fridge until you are ready to make your lunch.

Mix 1 teaspoon of red pesto to 1 tablespoon of mayo.

If you don't want to use all mayo you could use half mayo to half yoghurt.

Chop a selection of veg such as cherry toms, cucumber, peppers, radishes, spring onions. Place the pasta, veggies and sauce in a dish and mix well. Have a perfectly ripe peach for dessert.

**Lunch done.**

# Five things you can do to look after yourself at work this summer

1

Look after your skin. Even if you are in the office all day, wear a good sunscreen and if you sit near a window, be careful.

Your skin can still burn through glass.

2

Drink plenty of water. Not only will you sweat more in the summer but your skin also dries out. Plump, healthy skin needs re-hydration so don't skimp on the H<sub>2</sub>O.

3

Look after your eyes. Make sure you are not subjected to glare from your computer, and screwing up your eyes to compensate.

Fit a screen guard if you are unsure.

4

Keep your temperature reasonable. Overheating will cause you to feel light-headed and you may pass out - which is dangerous in itself.

5

The summer is a great time for feeling up-beat and positive – make sure that you enjoy what summer brings and make the best of those golden rays.

## Need a boost?



A pot of basil on your desk or windowsill can help to revitalise your worn out brain.

## Spotlight on Tomatoes



A key ingredient for summer meals. Luscious and dribbly, plump and sweet, not only are tomatoes one of our favourite vegetables, they are really good for us.

The summer sun poses many dangers for our skin and we need do our best to protect it. While we might apply lashings of sun lotion when we are on holiday or out at the weekend, it may not be something we think about during our working week. Yet how many times are you out and about, perhaps at site meetings or walking between buildings to meet other colleagues, or visiting the local shops to pick up your lunch.

Tomatoes can help to protect your skin.

Tomatoes are red because of a pigment called lycopene and it is this that has been shown to protect your skin against sunlight. Research has shown that eating tomatoes every day can protect your skin from ultraviolet radiation.

You can find good amounts of lycopene in fresh tomatoes, tomato puree, canned tomatoes and even tomato sauce. Cooking tomatoes or even just chopping them, helps to release the lycopene, adding oil will help even more. So keep your skin healthy and looking great this summer by eating some delicious tomatoes every day.

## Did you know that foods sold for slimmer's often have very poor nutritional value?

For example, a slimmer's soup may not have many calories but neither has it any nutritional value. So although it's quick and easy to make a soup, it would be much better to just pick up an apple as you leave for work in the morning.

'Let's Get Cooking' is a new campaign to teach children and families to cook through a network of 4,000 after-school cookery clubs. The organisations behind 'Let's Get Cooking' believe that teaching cooking will help schoolchildren to make healthier choices about what they eat. Research suggests that not knowing how to cook prevents people from eating well. Why not try the quiz on page 6 to find out how much you know.

# Introducing The Alexander Technique



More working days are lost through back pain than any other ailment. We drive around in metal boxes called cars, in seats that we have not chosen for their support. When we get to work we fair no better, hunching our bodies over a computer all day.

Is it any wonder that we develop poor posture as a result?

By the time most of us have reached adult life we will have acquired poor postural habits which induce mental and physical tension. In some instances the pain suffered causes us to actually make matters worse by twisting the body or rearranging our body weight to compensate. For

example, if a woman is finding her shoulder bag rather heavy and pulling on her shoulder muscles, rather than remove it, she will often hunch the shoulder up higher to bear the weight, causing greater tension in the neck and shoulder muscles. The longer these habits are allowed to continue, the more ingrained they become until the body is completely out of alignment.

**The Alexander Technique** is one way of correcting posture by re-aligning the body. Unlike many alternative therapies, the Alexander Technique is not a treatment. It is a process of re-educating the body in the way that

it moves. This re-education is encouraged and led by an expert during 'lessons'. Even the simplest daily movements, like getting out of bed, are highly complex and involve co-ordination between many muscle groups. Alexander teachers help the individual to rediscover their basic, natural posture and movement patterns. These new ways of moving soon become the norm whilst previous 'bad' patterns of movement are forgotten.

**Try it now.** Freeze yourself in front of you computer. Notice how your body is sitting. Are you sitting upright? Does your body feel fully supported by your chair? Is your keyboard and mouse a comfortable distance from your body? Is your head in alignment with your

neck or is your chin jutting forward?

**Now stand up.** Imagine there is a string pulling you up from the centre of your head to the ceiling – like a puppet (at this stage you may feel your body move back a little). Relax your shoulders into their natural position – this should open up the chest area. Take a deep breath and gently sit back down – but keep this new upper body posture. Adjust your chair and peripherals to make sure that this new postural position is easier to replicate. Feel better?

If you feel that your body needs specialist realignment, contact the Alexander Technique society on 0171 351 0828 to locate a teacher in your area.



## Calm down with a nice cup of tea!

It's true. Although tea contains caffeine it's been shown that people who drink four or more cups of tea a day release less of the stress hormone cortisol when faced with problems or stressful situations.

Ever thought 'I just don't have time to exercise?' – well the good thing is that exercise need not be running the next half marathon. Exercise is simply anything that makes your heart race faster, and increasing our fitness levels can easily be squeezed into our daily jobs.

Just six lots of five minutes means that you have exercised for half an hour more than normal and more importantly, you have fitted this into your normal working day with no additional effort.

Start by using the stairs rather than taking the lift.

Park the car a little further away from your office and walk briskly for five minutes.

At lunch time go outside and walk twice around the building before eating.



## Are You Fit for Work?

### Sitting at a computer?

Raise your arms above your head and stretch, and then bend from that waist only slightly to your right, back to

centre, and then to your left (be careful of anyone sitting close by). Clench your buttocks 50 times while you are sitting, and pull your stomach in 50

times too. Pick up a small workplace object, such as a hole punch, and pump iron for five minutes, curling the arms up from the elbow (biceps) and another five minutes lifting the arms from the sides horizontally upwards, exercising the under arms (triceps).

Build half an hour of fitness into your everyday work and believe me - you will notice the results faster than a once-a-week blow out.

Try it now and see the results.



## Your Questions Answered

Dear Karen and Debbie,

I'm getting worried. Since I hit 40 I've noticed a steady series of health problems begin to creep up on me. My cholesterol is a little high, I have a dodgy knee and I'm ashamed to say I have a bit of a beer belly. I love sport and don't like to think that I've played my last game of footie. Am I a lost cause? Allan

Hi Allan,

I'd advise you to think about what you eat. Up your intake of fruit and veg. I know the target is five a day but if you can eat more you really will feel the difference. This should also help to bring down your cholesterol levels and your weight. Debbie

I find it really encouraging that you enjoyed sport when you were younger, but our bodies and lives change. You can still enjoy sport, just be careful to choose the right activities. You mention problems with your knee, so you should be aiming for exercise that is low impact. Swimming is a great all-rounder as it exercises all your body as well as supporting the body and being kind to joints. Karen

Hi Karen and Debbie

I know about keeping fit and healthy so I've joined a gym but I find it hard to keep going. Any ideas on how to get myself there? Laurel

Hi Laurel,

If you are going before work, make sure you have a good breakfast about an hour before you go. If you are going after work eat some nuts, seeds and fruit in the afternoon to keep your energy levels up. It's no good trying to work out on an empty tummy. Debbie

Congratulations on being so focussed on your health. Now utilise that focus and make it work for you in a different way. When you relax in bed, visualise yourself being very organised and arriving at the gym.

Think to yourself, 'this is my routine, my special time, I am disciplined, this defines the type of person I am, and I shall feel so good after this session.'

Then imagine yourself coming out of the gym, and again visualise this healthy you who is so pleased with your progress. Do this every night just before sleeping and you will soon find your resolve will strengthen. Karen

Hello Karen and Debbie,

I'm about to retire and although I'm looking forward to my new found freedom I want to make sure I stay fit and healthy. Any tips for an oldie like me. John

Hello John,

As we get older our bodies needs change and you may have noticed that you don't want to eat as much, so you need to make sure what you do eat it is really good for you, have plenty of variety and drink plenty of water. Debbie

Keep your mind as active as possible. Experiments have demonstrated that people with hobbies, interests and friends have more enriched lives. Your age means that you will have reduced cost and free access to many learning courses so think about what you have always wanted to know and sign yourself up immediately! Karen

# Fun Food Quiz

## Test yourself on this FUN FOOD QUIZ to find out how much you know about cooking and making healthy food choices

1)

Basil, mint and parsley are all types of tea, herbs, or sauces?

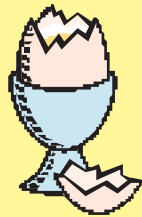
*Herbs, great with summer foods.*



2)

To cook a perfect large dippy egg for your breakfast boil for 3, 4 or 5 mins.

*Drop into ready boiling water and cook for 5 mins.*



3)

You must never eat chocolate. True or False?

*False, you should have a varied diet that includes all foods. Just watch how much. Enjoy chocolate now and again, not a Mars Bar at every coffee break.*

4)

Baked beans, spaghetti hoops and tinned tomatoes are tinned vegetables that count as one of your five a day. True or False?

*Tinned veg are great for counting towards your five a day but spaghetti hoops are not a vegetable*

5)

Porridge is good for you because it sticks to your insides and take longer to go down. True or False?

*Porridge is good for you as it has a low GI. This means it releases energy slowly over a long period which helps to keep you full longer and it helps to lower cholesterol.*

6)

Bread makes you fat.

True or False?

*False, bread is a really good for you. Choose granary, seeded or whole grain, not white sliced! It's the butter or spread that you put on it that you need to limit.*



7)

Cabbage needs to be cooked before you can eat it. True or False?

*False, the less cooked the better, in fact raw is best of all. As it cooks the water soluble vitamins are lost and it after a while starts to taste horrible.*

8)

Cooking a meal from scratch take at least half an hour. True or False?

*False, you can cook a meal from scratch in much less. How about pasta and tomato sauce or a stir fry. In 30 mins you can cook a feast. Have a look in a good cook book for some great ideas.*

9)

It's healthier to buy lunch every day as I will get more variety.

True or False?

*False. You don't really know what's in your sandwich and you will tend to buy the same thing.*

*Far better to shop once a week and buy a selection of foods that give you an interesting, tasty and healthy lunch each day. Why not challenge yourself to buy something different every week.*



# It's all in the mind

Have you ever wondered why one day the world seems great and then the following day you are back in the doldrums again?

Naturally, some days we seem to have more to be pleased with life than others. For example, if you had your car stolen, then later on in the day also won a big win on the lottery, of course your mood would swing from despair to elation in the blink of an eye. Some people reduce the whole essence of mood down to those who see their cup 'half empty' or 'half full.' Personality can play a part, but even those who choose to see the world 'half full' sometimes feel low. In fact feeling 'blue' or 'down' is a perfectly natural emotion and we should not all be running for a tonic every time we feel a little less than ecstatic about life.

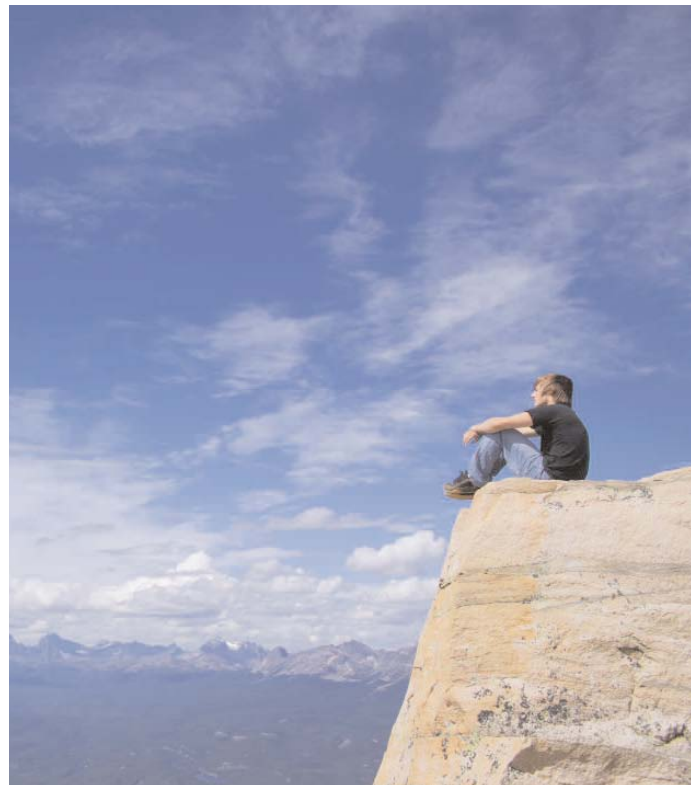
It is easy to blame so many external factors for our moods: the chil-

dren, our boss, the people we work with, but there is much we can do about how we feel ourselves. Taking control of our emotions and moods is an area that is hotly being studied by psychologists, and it appears that we have more choice about how we feel than we may have thought.

## So, what is this choice?

The choice as to whether we see today as being not a very good day or one that will open doors and expose us to new and fulfilling opportunities, is totally within our own grasp. In the same way that if you think today will not be good, everything bad appears to happen – the reverse is also possible.

It sounds too good to be true but this is not magic, it is 'sensitisation'. This is a phenomenon that we see occurring in everyday life.



For example, if you are looking to buy a red Ford Fiesta, the road suddenly seems to be full of red Ford Fiesta's! This is because your mind is actively sensitised towards them, and your mind will seek to confirm its search. It wants to help you by making connections: like with like. Therefore if you are looking for bad things to happen – you will certainly find them – and the same is true for good things.

## Do it now!

Start now. From now on start your day by thinking that every day will be a good day full of useful knowledge and opportunity. Smile at everyone you meet in

the corridor or over the partition. Give positive vibes to colleagues and offer to make them a drink when you make your own.

Rather than being hung up over a 'To-do' list that never seems to finish, make a list of all the things you have achieved that day – even if it is chomping through that huge pile of post or photocopying. If you have been busy, you must have been busy doing something! And finally, give a colleague a compliment. Whether they reciprocate or not, just see how good it feels. Feeling positive really can be 'all in the mind' – so let yours work for you.