The Nutrition & Health Foundation is a multi-stakeholder partnership, which includes the following organisations:

- Exercise & Sports Science Association of Ireland
- Irish Nutrition & Dietetic Institute
- The Irish Universities Nutrition Alliance
- The National Dairy Council
- safefood

www.nutritionandhealth.ie
Introduction

Congratulations

You are one step closer to a fitter, healthier and happier life with the Nutrition & Health Foundation’s Workplace Wellbeing Campaign!

Your personal Nutrition and Physical Activity Planner will provide you with lots of interesting facts and information to help you on your way to feeling great.

This booklet gives simple advice that can be very beneficial to your overall health and wellbeing, as long as you are prepared to make the change.

Remember: Start off slowly - never try to do more than your body is able for and build up gradually. Most of all enjoy the new you!

For more information visit: www.nutritionandhealth.ie
About Nutrition
5 Steps to Healthier Eating

1. Always Eat a Breakfast
A simple but healthy breakfast of breakfast cereal with low fat milk, bread or toast and fruit juice or fresh fruit is a great way to start the day. Higher fibre varieties of breakfast cereal and bread are best.

2. Eat 3 Balanced Meals Per Day
Avoid ‘grazing’ throughout the day. If you need a snack, stick to fresh fruit. ‘Treats’ or luxury foods should ideally be eaten with meals.

3. Keep Treats as Treats
Foods from the top of the food pyramid, such as biscuits, cakes, chocolate, crisps and sweets can be included as part of a healthy diet, but only in small amounts. There is no harm in having a little bit of what you fancy every now and then – but don’t ‘treat’ yourself more than once a day.

4. Plan Ahead
Healthy meals can be quick and simple to prepare. All it takes is a bit of planning. Weekly shopping can help to make meal planning easier. When cooking main meals, try cooking extra and freezing a portion for a busy day when you don’t have time to cook.

5. Check your weight regularly
Step up on the bathroom scales regularly – once or twice a month. Knowing your weight helps you to stay ‘on track’ with a healthy lifestyle, allowing you to take action if you notice your weight creeping up!

Fluids: It is important to drink plenty of fluids. In general we need about 2 litres of fluid per day to be properly hydrated. All fluids contribute towards this total intake (i.e. water, milk, juice, tea, coffee, soft drinks etc.) When exercising, it is likely that your fluid requirements will increase, so be sure to keep yourself properly hydrated.
1. Too Much of a Good Thing

Remember, you can still put on weight by eating too much of any food. Watch your portion size of all foods!

2. Portion Sizes

Many people over-estimate the amount of food that they need. Try to choose a smaller portion and if you are still hungry, you can always have more.

3. Boys Beware!

Research has shown that men eat less healthy diets than women eat, and are generally more overweight than women. So boys, start paying attention to the healthy eating messages.

4. Double Dining

A big mistake that people often make is to eat two dinners a day. If you have a proper ‘dinner’ in the middle of the day, make sure you have a light supper in the evening. Don’t make the mistake of having two full dinners in one day.

5. Watch the Food Label

Low fat and low ‘carb’ doesn’t always mean low calorie. Most packaged foods have nutrition information displayed. Always check the calories as well as the fat and carbs.
Portion Size

Many of us tend to overestimate the amount for food (or the portion size) that we need. Indeed, lack of portion control is one of the major reasons why over 50% of Irish people are either overweight or obese.

Part of the problem with portion control is it can be hard to know what a proper portion even looks like. A good way of estimating portion sizes is to compare them to well known objects.

For Example:

➢ A recommended portion of meat is 2oz – about the same as a deck of cards.
➢ A recommended portion of cheese is 1oz – about the same as a matchbox.
➢ A recommended portion of pasta or rice is about 8oz – about the size of a tennis ball.

Here are a few tips to help avoid the portion size trap:

1. Learn what the standard portion sizes are and stick to them, both at home and when you are eating out.

2. Try to be less generous with the size of portion that you serve up. If you are still genuinely hungry when you are finished, you can always go back for (a small amount) more. Ideally you should wait for 20 minutes before going for seconds.

3. Eat slowly so your brain understands when your stomach is full – and when you feel full, stop eating! Remember, you don’t have to clear your plate.

4. The larger the plate or bowl, the more we tend to serve up. Smaller plates will generally trick us into thinking we are eating more and reduce the portion size that we think we need.

5. Avoid eating directly from family sized packs, especially when watching television. Instead, divide a reasonable portion into a bowl for yourself.
Suggestions for Healthy Packed Lunches

This guide is designed to give you ideas for healthy and varied packed lunches. However, it also provides some tips for workers who buy their lunch at the local shop or sandwich bar.

1. Healthy carbohydrate-rich food should form the basis of your packed lunch
   - Try different types of breads: Sliced wholemeal/granary/rye bread, rolls, pitta breads, bagels, baguettes, tortilla wraps.
   - Pasta, rice, noodles and couscous can all be used as the basis of a salad. Just cook some extra for your evening meal the night before to save time.
   - If your workplace has a microwave, bring a potato to bake – perfect with a low fat filling!

2. Add a tasty filling
   Choose one portion of meat, fish, eggs or cheese. These all provide the necessary protein in your lunchbox. Try to use low-fat spread and watch the amount of salad dressing and mayonnaise that you add.
   - Skinless chicken, lean beef or lean ham with salad are all great fillers.
   - Canned fish, such as tuna, salmon or sardines with tomatoes, cucumber and spring onion are handy alternatives.
   - Egg and onion with reduced-fat mayonnaise is delicious.
   - Cheese is great with tomatoes, but watch your portion size. Cheese is rich in protein and calcium – but it can also be high in fat. Remember – the harder the cheese, the higher the fat content!

3. Make sure you pack plenty of fruit and vegetables

4. Pack a portion of dairy
   Dairy is an important source of calcium, which is needed for healthy teeth and bones. Remember that low fat varieties generally have just as much calcium as the full fat varieties! Choose one of the following:
   - Try a low fat yoghurt, frommage frais or rice pudding
   - Include some plain or flavoured skimmed or low fat milk.
   - Go for a small matchbox size piece of your favourite cheese – either in your sandwich or on the side.
Swap and Save at Work

Breakfast
Try to go for the healthier option most days a week. If you can’t resist a ‘Full Irish’ breakfast, keep it for a treat at the weekend. See how many calories and how much fat you can save by switching to the healthier option!

**Full Fried Irish**
- 2 fried rashers, 2 fried sausages, 1 fried egg, 1 fried white pudding, 1 fried tomato, fried mushrooms, and 2 toasts with butter
- 1362 Calories; 100.6g Fat

**Full Grilled Irish**
- 2 grilled lean rashers, 2 grilled sausages, 1 poached egg, 1 grilled black pudding, 1 grilled tomato, grilled mushrooms, and 2 toasts with low fat spread
- 1024 Calories; 68.1g Fat

**Healthy Cereal-Based Breakfast**
- Cereal, low fat milk, 2 toast with low fat spread, 1 glass orange juice
- 441 Calories; 11.7g Fat

Save up to 921 Calories and 88.9g Fat!!

Lunches
Going for the healthier option doesn’t mean that you have to deny yourself. See how much you can save by being smarter about the lunch you choose.

**Large Sandwich Meal**
- Triple decker sandwich, King-size chocolate bar, 40g crisps, 500ml soft drink
- 1338 Calories; 61.7g Fat

**Regular Sandwich Meal**
- Two slice sandwich, snack size chocolate bar, 25g crisps, 330ml soft drink
- 684 Calories; 27.2g Fat

Save up to 654 Calories and 34.5g Fat!!

2. Creamy sauces tend to have more calories and fat, so try to limit these.

**Creamy Chicken Carbonara**
- 717 Calories; 52.5g Fat

**Tomato-based Chicken Pasta Dish**
- 392 calories; 14.7g Fat

Save up to 325 Calories and 37.8g Fat!!

3. If you are active at work, you will need a filling lunch to give you energy. However, steer away from fatty foods and try to have a carbohydrate-rich lunch.

**Burger, Chips & 500ml Soft drink**
- 849 Calories; 30.6g Fat

**Baguette with ham, lettuce and tomato low-fat crisps, 500ml Diet soft drink**
- 571 Calories; 10g Fat

Save up to 278 Calories and 20.6g Fat!!
**Swap and Save at Work**

**Treats**
There is no harm in having a little treat every now and then, but try downsizing your treats and see how much you can save!

<table>
<thead>
<tr>
<th>Chocolate Bar</th>
<th>Sausage Roll</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard size</strong></td>
<td><strong>Treat size</strong></td>
</tr>
<tr>
<td>242 Calories; 9g Fat</td>
<td>87 Calories; 3g Fat</td>
</tr>
<tr>
<td><strong>Large</strong></td>
<td><strong>Medium size</strong></td>
</tr>
<tr>
<td>464 Calories; 30g Fat</td>
<td>198 Calories; 12g Fat</td>
</tr>
</tbody>
</table>

= Save 155 Calories and 6g Fat!!  
= Save 266 Calories and 18g Fat!!

<table>
<thead>
<tr>
<th>Doughnut</th>
<th>Biscuits</th>
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<tr>
<td><strong>Giant</strong></td>
<td><strong>Midi</strong></td>
</tr>
<tr>
<td>257 Calories; 13.9g Fat</td>
<td>160 Calories; 9.5g Fat</td>
</tr>
<tr>
<td><strong>3 Chocolate biscuits</strong></td>
<td><strong>2 Chocolate biscuits</strong></td>
</tr>
<tr>
<td>252 Calories; 12g Fat</td>
<td>168 Calories; 8g Fat</td>
</tr>
</tbody>
</table>

= Save 97 Calories and 4.4g Fat!!  
= Save 84 Calories and 4g Fat!!
Tips for Shift Workers

It is harder for shift workers to eat healthily. Here are some handy tips.

1. **Eat three regular meals**
   Many people don’t eat well during shift work. This is not surprising since shift work makes you work against your natural body clock. However, eating three meals – breakfast, lunch and dinner – can help you keep to a regular eating pattern. Many shift workers find that eating smaller helpings (or servings) makes them feel less drowsy. As result, they often need to top up their energy levels with healthy snacks – see below.

2. **Avoid large and heavy meals during your shift**
   Mid way through your shift, take a lunch break. Choose lunchtime foods e.g. sandwich, soup, yogurt and fruit. Avoid having a large or heavy meal during your shift, as this can make you feel drowsy.

3. **Choose healthy snacks**
   If you need a snack, stick to fresh fruit. Avoid high fat snacks.

4. **Avoid caffeine near to bed time**
   If there are few options available to you at work for lunch, or if you depend on takeaway food, why not bring your own lunch to work with you.
Healthy Daily Menus

**Breakfast**

- Cereal with low fat milk (preferably wholegrain)
- Bread or toast (preferably wholemeal) with low fat spread
- Fruit juice or fresh fruit
- Tea or coffee

**Lunch**

- Cheese, egg, lean meat, poultry or fish (small serving)
- Large serving of raw or cooked vegetables
- Bread, roll, pitta or wrap
- Low fat yoghurt or glass of milk
- Fresh fruit
- Tea, coffee or water

**Main Meal**

- Fish, chicken, lean meat or vegetarian alternatives (moderate serving)
- Large serving of vegetables/salad
- Potato, rice or pasta
- Glass of milk or low fat yoghurt
- Tea, coffee or water

**Snack (optional)**

- Fresh fruit
- Tea, coffee or water
The Food Pyramid

Source: Health Promotion Unit, Department of Health and Children.

Use the Food Pyramid to plan your healthy food choices every day and watch your portion size.

Choose very small amounts

Choose any 2

Choose any 3

Choose any 5

Choose any 6+

Drink water regularly - at least 8 cups a day

Folic Acid - An essential ingredient in making a baby. You can get Folic Acid from green leafy vegetables but if there is any possibility that you could become pregnant then you should be taking a Folic Acid tablet (400 micrograms per day).
About Physical Activity
Physical Activity

Physical activity should be an essential part of everyone’s day. It should not be just a ‘nice to do’ thing, but a ‘must do’ thing. To maintain good health we should all aim to be active for at least 30 minutes every day.

The activity you choose should get your heart rate up above resting level – making you feel slightly out of breath (a brisk walk is a good example).

The good news is that you don’t have to do your 30 minutes of daily exercise all at once. It can be divided into two shorter 15 minute sessions at different times of the day and still provide those all important health benefits.

Remember though, always start exercise at a slow pace and build intensity and frequency up gradually.

It is always advisable to seek medical advice from you doctor before starting a vigorous physical activity programme.

The NHF accepts no liability for any injuries sustained in the performance of featured activities.
Why is exercise so important?

There are many positive benefits to physical activity:

➢ Improves concentration
➢ Boosts Energy levels
➢ Makes you feel better through the release of endorphins
➢ Reduces risk of getting colds & flu
➢ Reduces need for medication
➢ Reduces health care costs
➢ Helps to reduce depression

People who don’t exercise regularly are at greater risk from*

➢ Heart Disease
➢ Stroke
➢ High blood pressure
➢ Obesity
➢ Type 2 Diabetes
➢ Asthma
➢ Osteoporosis (brittle bone disease)
➢ Alzheimer’s
➢ Cancer (colon, breast, prostate, pancreatic, skin)

So now you know how important physical activity is, why not make a promise to yourself to get into the habit of regular exercise - there is no denying the positive benefits it will bring! Pick an activity that you will enjoy (walking, cycling, tennis, gardening, etc).

Keep your goals realistic and work towards an ideal target. World Health Organisation guidelines for exercise are 30 minutes per day – but remember this is a minimum guide for health.

If you want to get fit or lose weight, you will need to do more than the minimum 30 minutes of activity per day. However, if you are starting from zero, it might be a good idea to aim for 30 minutes per day first and increase your target gradually.

Don’t expect results too quickly, especially if you are exercising for fitness or weight loss!

Even though you may not feel all the benefits straight away – be confident that they are happening and you will start to notice the results you want in time.
Make Time in Your Day...

Lack of time is the biggest reason why people avoid exercise.

However, when you think of the many benefits that physical activity brings – nobody can afford not to make time for exercise! Everyone should be able to find 30 minutes in their day for exercise – especially when you consider that this can be divided into two 15 minutes sessions at different times of the day.

Lunchtime is an ideal opportunity for workers to get some important physical activity into their day. Get into the habit of using your lunch break for a 15 minute walk – or more if you can.

Remember:
It does not have to be about getting ‘super fit’, but being regular about the exercise that you take.

Don’t forget how good exercise will make you feel!
Everyday exercises are opportunities that arise in the course of our day to be physically active. These may include walking to and from the bus stop, dancing, housework, DIY, gardening, carrying bags of shopping etc.

Putting some extra effort into these types of everyday activities can get our heart rate up and produce great benefits.

Walking is one of the best exercises we can do and is known to produce real health benefits.

A good way to measure your progress is by using a pedometer to count the number of steps you do each day. If you are in the sedentary or low active categories, try increasing your number of steps gradually to 10,000+.

| <5000 steps/day | = sedentary |
| 5000 – 7499 | = low active |
| 7500 – 9999 | = moderately active |
| 10,000+ | = active |
| 12,500+ | = highly active |

Remember: 15 minutes of activity = 1 unit. The World Health Organisation (WHO) recommends 30 minutes of physical activity per day, i.e. 2 units.

By starting with as little as 15 minutes every day, you will be well on your way to improving your fitness and feeling great. When you feel ready for it, try increasing your level by a further 15 minutes and see how well you will feel!
Go Past 30 minutes a Day for Fitness

Depending on your goal, you may need to do more than 30 minutes of exercise per day or change the type of exercise you do to increase fitness.

For Example:

➢ Increase the duration of your exercise from 30 minutes to 45 minutes or more.

➢ Extend the distance you walk, cycle or swim each day.

➢ Step up the pace on your activity to get your heart pumping faster.

➢ Try to include a range of different activities to target different muscle groups.

Remember:
Anyone looking to embark on a regime of vigorous physical activity should always consult their doctor first to make sure that they are physically able for it.
Social Aspects of Exercise

Physical activity is a great social outlet and a good way to get to know and interact with new colleagues and friends.

Some of the most popular activities that are suitable for workplaces are:

➢ Walking clubs
➢ Tag rugby leagues: www.tagrugby.ie
➢ Astro soccer leagues: www.astro.ie
➢ Softball leagues: www.softball.ie
➢ Yoga: www.yoga-ireland.com

If you have a particular interest in sport, why not visit: The Sports Council of Ireland website (www.irishsportscouncil.ie), where you will find contact details of National Governing Bodies in for lots of different types of sports.

Alternatively, www.getactive.ie will also direct you to physical activity resources in your area and give you some ideas of new activities to try.
Week Commencing: __________

Use this Diary to record the portions of food types that you consume from each shelf of the food pyramid every day.

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<tr>
<td>PROTEIN-MEAT, FISH &amp; EGGS</td>
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<tr>
<td>DAIRY - MILK, CHEESE &amp; YOGURT</td>
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<tr>
<td>FRUIT &amp; VEGETABLES</td>
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<tr>
<td>CARBOHYDRATES - EG: BREAD, CEREALS, POTATOES ETC.</td>
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</table>
Try to get some walking and everyday activities into your daily routine. As you become fitter you can then include some fitness exercises and/or team sports a few times each week.

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<tbody>
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<td>Walking (Steps) per day</td>
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<td>Other Activities*</td>
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* Record these activities in number of 15 minute units.
Eg: 30 minutes spent Washing the Windows = 2 units. 45 minutes of Aerobics = 3 units.