

Oxygen Mask Operator's Manual™

**Stop Emotional Eating, Fix Food Cravings,
Find Your Metabolism and More™**

by Beth Castle © 2010
Dietary Technician - Calgary, Alberta, Canada

To Teresa
With Love

OXYGEN MASK PUBLISHING
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Oxygen Mask Operator's Manual™

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*Are you ready for
a good relationship
with food?*



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Introduction: Why O2 Mask?

Are you ready for a good relationship with food? The Oxygen Mask Operator's Manual is the tool you've been missing in your weight management program. It is a manual for success written *for you by you*.

Through the audio “Stop Emotional Eating, Fix Food Cravings, Find your Metabolism and More” or through the book, *Oxygen Mask—Breathe Easier About Your Relationship with Food*, author and nutrition counselor Beth Castle guides you in recording your own insights into how, why and what you eat and what you think about food. Your *Operator's Manual* is all about *you*! You write it—and it works! Why? Because it contains your positive strategies for dealing with every personal food issue—from emotional eating to dining out, from grocery shopping to designing your game plan for success.

Your *Operator's Manual* helps you implement your goals— and it is as close as your fingertips. No matter what stage you have reached in your weight management: dieting, eating healthier, or maintaining your ideal weight, the *Oxygen Mask Operator's Manual* encourages positive self-talk, new rewards, and a clear idea of how you interact with food.

Your *Operator's Manual* becomes an invaluable reference tool that reminds you what works best for you in challenging food situations and how to accountably manage your relationship with food. As you change, you adapt your *Operator's Manual* to improve and reach your goals. The *Oxygen Mask Operator's Manual* is a breath of fresh air that works for *you*!

Why use the Operator's Manual? One example

When something stressful happens right before a social event that could be a factor in your food decisions. This is when you will need your *Operator's Manual* the most to remind you of the reasons to stay on track and not to let someone or something affect your weight and your decisions. Keep the *Operator's Manual* with you to review your important reasons, your positive self-talk, and your strategies for keeping on track with your eating program. Remind yourself that you are writing this for you. If you are unsure what to write, skip the question and come back to it later and answer it.

I tell people to secure tabs on the sections that have the most valuable information to ensure easy and quick access in emotional situations. These tabs also help to guide you to the most important areas that will assist you “getting back on track,” when you hit a bump in the road. “A quick and easy reference tool for your success!”

Take a deep breath.

You're about to put on your own oxygen mask first.



Goal Setting: What's In It For You?

I will make realistic, short-term and long-term goals and I will not confuse them.

My goals are manageable and will chart my success.

List your realistic short-term goals. Remember to begin your list with this goal: "I will fill in and faithfully use my *Oxygen Mask Operator's Manual!*"

Why do you have these goals?

List your realistic long-term goals:

Why do you have these goals?

Transfer both your short- and long-term goals to last pages of this Operator's Manual. Feel free to make a copy for your fridge too!



Success!—Stay Positive In Your Self-Talk

My positive self-talk about my success is:

It is important that I am successful because:

So you want to lose weight and keep it off? Take a moment and think about that statement. Why is it important that you are successful?

Writing these things down again and again benefits you, because you are more likely to remember ideas and strategies through the simple act of repetition. My experience is that when people journal these intimate thoughts, they then own them.

Are you ready to be successful in losing weight and keeping it off?

In answering the previous question, did you just have a moment of self-talk? Did you ignore it or did you really notice? Write what you experienced.

You may have sheepishly said yes to losing weight and keeping it off. Why did you feel uncertain or hesitate?

You may not have an answer for the previous question. Here is a positive statement that you can write down to reinforce your positive self-talk:

*"I am going to be successful
because I have a tool and a plan
to help me as I learn to breathe easier
about my relationship with food."*

Or, if you prefer, in the space below write your own positive statement that is true for you as you begin this manual and the journey to breathing easier about your relationship with food.

Say it to yourself, then say it out loud. Then take a DEEP refreshing breath and say it again!
If you just experienced some negative self-talk surrounding this statement, what was it? Write it down.

Challenge those thoughts. Underline those negative words. Now read what you've just written and ask yourself, "Would I want to say that out loud in front of other people? What is stopping me from doing that?"

I am willing, brave and honest. I *am* enough! Now write a statement that contains positive thoughts about yourself:



Programs And Diets: Working Together

What type of program do you need right at this moment? One with all the planning and thinking and cooking done for you, or do you need to have that knowledge now?

What strategies have you learned from other programs that work for you?

How will you implement these great ideas for yourself?

What are some things about some programs that will not work for you?

As you learn more about yourself, will you need a more advanced program later on? What do you envision that program looking like? For example, will you need help with more advanced meal planning? Should you raise the level of your exercise program?

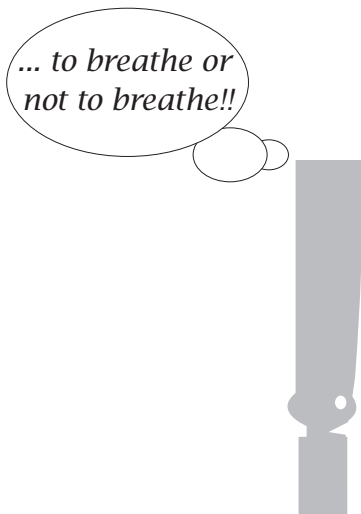
List your positive self-talk about a more advanced program.

Do you have any self-talk about your current program requirements? If so, what is it?

If your self-talk needs an adjustment, how would you change it?

What are you doing to remain accountable to your program and your goals?

Remember: one day at a time and it will come together; you have the answers, I promise! Now— *breathe!*





Exercise? Yes! The Oxygen Mask Approach

Do you have some self-talk about exercise? If so, what is it? Make a list.

My positive self-talk about exercise is:

Here is a statement to kick-start your exercise program:

Exercise will improve my over-all
health and well being.
I now choose to increase my exercise activities.
I do this with joy and commitment.

or write one that is personally true for you

Next, make a plan.

What activities will I introduce? Beside each activity, write a time commitment: number of times you will do the activity each week and the duration you will eventually achieve.

Get your body moving! You will have more energy, more enthusiasm; you will be happier and healthier when you keep your body fit! Oh, yes—exercise will help you maintain your weight!

*EXERCISE,
EXERCISE...*

*What do you mean?
Don't you think writing all
this stuff in my manual
isn't "exercise"
enough?*





What's Food Doing For You?

Balance

What are some things that you would like to do for yourself to have some balance in your life?

Review this list often.

List what you can do with balance in your life and then prioritize your list.

[illegible]

Review this list often.

Cultural expectations—how we eat

Do you have any cultural expectations of how and what you eat that play a part in your relationship with food? List them.

List the ways in which you can still embrace your culture without jeopardizing your relationship with food.

Summarize your awareness of how your culture impacts your life with regard to your relationship with food and eating.

Childhood lessons

What were your childhood lessons concerning food?

Do you see yourself doing some of these things in your adult life?

What do you think about portion control or overloading your plate?

What is your attitude toward leftovers and saving food?

What price do you pay for your attitudes toward food, leftovers, and scarcity/abundance issues?

Use this space to journal some childhood memories about food and eating. Jog your memory and discover what fuels some of your self-talk from childhood.

My positive self-talk about childhood lessons about breathing easier about food are:

How can you adjust this self-talk so that you can breathe easier about food?

Summarize these childhood lessons and the adjustment you can make in them for your adult life.

Comfort food

Can you remember situations where you felt soothed and comforted and ultimately loved when an adult gave you special food?

Ask yourself, "What are my *comfort foods*?" Be aware of them:

List your positive self-talk with regard to food and love or approval: (For example: “Food can be comforting, but love is a separate emotion. Food as comfort is OK as long as it is not in excess, and can be balanced in my daily food consumption.”)

What is your self-talk about food and love or approval?

How do you feel now after you eat only for fuel and nourishment?

If you comfort yourself with food, because of a stressful event or sadness or emotion, how do you really feel after you eat?

What can you tell yourself to adjust your self-talk?
(For example: "Food can be comforting, but love is a separate emotion. Food as comfort is OK as long as it is not in excess, and can be balanced in my daily food consumption.")

Briefly describe the times you resorted to comfort foods and eating them got out of control.

Have you experienced the cycle of thinking you needed comfort food, then overindulging, then feeling bad about yourself, and then looking for more comfort in food? What did that look like?

Only you can stop the cycle. It requires that you be aware! Stop the cycle by developing ideas and strategies to deal with the idea that you need certain foods to comfort you in times of distress or sadness. Ask yourself: "What am I going to do the next time?" Some examples might be: take a warm bath, cuddle into bed and watch a movie, or snuggle with your pet.

How can you change your self-talk? Let it begin with:
I am willing, brave and honest. I am enough! Breathe!

Social events

What are you thinking or feeling about food at a social event? For example, do you feel anxious, liberated, enticed, or fearful? Write down your ideas about food and social functions.

What is your self-talk about eating at social events?

List your positive self-talk with regard to social events:

Keep the Operator's Manual with you and read over your important reasons and your strategies. Remind yourself that you are writing this for yourself.

What are some strategies that you can implement for social events?

I always say to myself, "I am not going to let that person or that incident get the best of me and throw my eating off today! I am not giving it my power! And I am breathing comfortably all the way!" Say this out loud to yourself! Breathe!

Food habits

What are some of your food habits?

What can you tell yourself to ensure that these habits are healthy?

Food rewards

What food items or treats have you considered as rewards for yourself or that you reward your family members with on a regular basis:

Write down the food rewards that you are aware of giving yourself and the circumstances that would cause you to give yourself that reward.

There are lots of non-food rewards; some examples are:

- a bubble bath
- a date with your significant other
- a game of golf
- a pedicure
- an hour alone with a good book
- a nap

Choose what works for you. And Breathe! Write down *new* rewards that you would use that are not food-related.

Suggested Categories for Rewards that are not Food Related:

1. Rewards that can be done quickly.
2. Rewards that can be done at work.
3. Rewards that are relaxing.
4. Rewards that involve others.

List the following categories that reflect what works best for you. Write down 4 to 5 rewards under each category that you think would assist in you feeling treated. When you feel the need to reward yourself, you decide which category you need at that moment. Select the category that you think best fits into the timeline or group of people you are with. Pick a reward from that

category. If you feel that you would like another reward, then continue to select another reward.

So go ahead and write down *your* categories for non-food rewards here:

1.

2.

3.

4.

5.

6.

For each category write down your reward

Category 1

Category 2

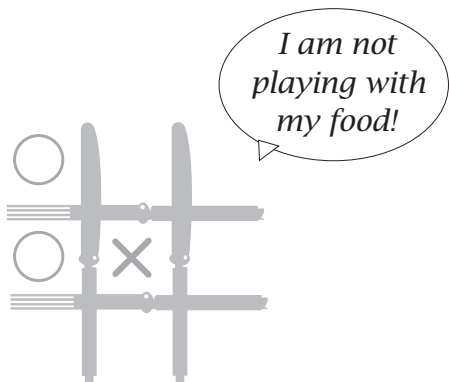
Category 3

Category 4

Category 5

Category 6

Now you are equipped to adopt a new set of healthy non-food rewards for yourself and for your family as well. Pass it along!
Breathe!



“What about your Metabolism?”

Here's a sample day of what eating 5-6 small meals and snacks might look like:

- Breakfast* Whole wheat toast with naturally sweetened jam.
- Snack* Whole wheat crackers with some peanut butter.
- Lunch* Grilled chicken on a garden salad with a balsamic vinegar dressing and a side of fresh fruit slices.
- Snack* Yogurt with sliced almonds and raisins.
- Supper* Roast beef with pasta served with a steamed veggie and a fruit cup.
- Snack* Celery sticks with light cheese and an apple.

Plan out a day similar to what I have done above and document it in your manual. Here's a suggestion: Set up a template for your day like the one I have given you above and then swap out the foods each day.

You have the template for what you are eating, just change the foods a bit.

Plan out a couple of days on your own:

DAY ONE

Food list	Approximate time
Breakfast:	
Snack:	
Lunch:	
Snack:	
Supper:	
Snack:	

DAY TWO

Food list

Approximate time

Breakfast:

Snack:

Lunch:

Snack:

Supper:

Snack:

DAY THREE

Food list	Approximate time
Breakfast:	
Snack:	
Lunch:	
Snack:	
Supper:	
Snack:	

Breathe, breathe, breathe!
Slow down!

What are your hunger signs?

What are *you* going to do about your metabolism?

P.S. exercise can help!

What is your plan to slow down?



What's Eating You?

Emotional eating

When I have emotions that lead me to eat, I implement the following:

- Plan ahead for shopping for groceries for healthy meals.
- Plan to make extra foods ahead of time that can be frozen.
- Plan snacks that have some variety.
- Check my self-talk and adjust it to be positive.
- Use distracting techniques to keep busy.
- Eat small meals and snack 5-6 times a day.
- Slow down as I eat.
- Drink lots of water, water, water!
- Give myself permission to have some treats in very small quantities and then adjust my daily food intake: moderation rather than elimination.

Emotion distraction technique

What you need is something to take your mind off of the emotions or stress until you can calm down a bit and make good food decisions. Learning how to control your reactions to highly charged feelings—whether it's happiness, sadness, or boredom—and combining that control with moderation in your eating impulses will help you avoid emotional eating. During times when emotions prompt you to eat or even overeat, ask yourself, "What is my purpose for wanting to eat healthy?" This will help keep you motivated.

Emotional distraction technique begins with awareness. First, list below the categories of distractions that could keep you from emotional eating. Secondly, write down activities that correspond with the category that you think would assist in distracting you from overeating as a response to emotional stress. Try to come up with 4 to 5 really good activities per category that you would actually engage in. Keep in mind that if the activity is not attractive to you, what is the likelihood that you will increase your emotional eating? Keep it real for you!

Suggested categories of distractions:

1. Things that can be done quickly anywhere.
2. Your meltdown distraction
(which totally takes your mind off of food).
3. Things I can do while dressed up.
4. Things that are relaxing.
5. Things I can do with others or with others present.

Some examples of something that could be done quickly anywhere are:

- Get the car washed
- Call a friend
- Organize your day-timer or balance the checkbook
- Make arrangements for an upcoming event
- Book a hair appointment
- Document your self-talk in your Operator's Manual

Some examples of a meltdown activity done anywhere would be:

- Begin a craft project
- Call your support person(s)
- Organize a family garage sale
- Repot your houseplants
- Plan your child's birthday party
- Go to the gym
- Get a manicure
- Attend a sporting event

Write down six categories that will fit into your life:

1.

2.

3.

4.

5.

6.

For each category write down a corresponding activity:

Category 1

Category 2

Category 3

Category 4

Category 5

This distraction technique works. When you are having an emotional challenge, you decide which category you need at that moment. Select one of the activities in the category that fits the situation and do that activity. If you need more distraction, then select another activity from that category. (Just think how much you will accomplish in your life when you are not doing emotional eating!)

Distraction techniques take your mind away from food and permit you to get on to bigger and better things. This encourages you to make better decisions and to feel good about having that power. It also allows you to breathe easily in your relationship with food because you consciously think about the situation, are aware of your self-talk concerning your emotions, can alter the self-talk if it is negative, and make a wise choice by avoiding food or giving yourself permission for moderation. You finish with control over your food intake and with a plan for the day.

Leave space to record new distractions as ideas emerge for you. Take your Operator's Manual with you at all times, because we don't plan these emotional times and this manual will be at your fingertips. That way you stay on track regardless of the time or place.

Here are some additional self-discovery questions to help you with emotional eating:

What are your strategies to help with emotional highs and lows?

What foods do you always resort to for emotional eating? (List quantities.) For awareness:

What strategies can you use to practice “moderation, not elimination” of some foods?

I am willing, brave and honest. I *am* enough!

Emotional eating and your plan for success

Binge eating is emotional eating—are you either habitually or occasionally a binge eater? For awareness: Describe your bouts with binge eating—when are you most likely to binge and where?

When are you most likely to binge eat or eat in secret and then feel embarrassed for having done so? For awareness: Can you describe other feelings you have around binge eating?

What is your self-talk around secret or binge eating?

What positive self-talk can you say to yourself to keep you from lapsing into binge eating?

Every time a challenge comes up, write it down in your manual. And move on. One episode is no big deal; it's a bump in the road, just like we encounter throughout life! This shift in attitude is important because by being sincere and positive, you've maintained your personal power. Wow, such power! You've achieved another way to breathe easier about your relationship with food!

Write down what you did that was so successful when you curbed an emotional eating episode! And revisit this strategy again, because emotional eating may happen again.

Even if you had a problem episode, think of what it was like compared to the past? Was the outcome worse or better?

What can you do better the next time you are challenged by emotional eating and how can you learn from this?

Ask yourself, "What was my self-talk? How can I adjust it for the next challenge? What did I learn about myself?"

"What other strategies can I come up with?"

Some of the stress associated with emotional eating is our personal assessment of our appearance, our weight, and the progress we have made in reaching our weight goals. The feelings surrounding these issues can lead to negative perceptions about ourselves. Take a moment and think of how you feel/felt at your heaviest weight: Remember:

What did your clothing feel like?

What is it like to walk up 5 flights of stairs?
Would you make it?

Even without physical activity, what was your breathing like at rest?

Did you snore?

What was it like to tie your shoes?

Could you touch your toes?

Could you see your feet?

How did people look at you? Did anyone make comments?

Has your weight affected your job? Life? Family?
Activities with your family? Intimacy?

How much do you consume in food and alcohol daily?

How much weight have you gained?

How does it feel to be this weight?

Now *feel* these emotions! Sit in them and acknowledge the feelings. Write them down and remember.

I remember why I am doing this. These are the emotions that brought me to this place of self-discovery:

Work with me. I won't keep you here, but you need to remember so that you will not go back to this place of negative emotions.

Write down what this place is or was like:

Now, tell me what your goal is? Tell me what you think being lighter in weight or healthy weight will be like?

Have you been there before? Then you know what it feels like! You can visualize what reaching your goal will mean.

What is it going to be like to slip into a smaller size of jeans—feel totally comfortable, slim and trim? Imagine the feeling of your skin being tight and healthy, nourished with moisture. Imagine your legs being more fit and toned than they have ever been! Visualize yourself in a slimming bathing suit at your goal weight with a golden glow all over your body. Picture your body on the beach and being comfortable in your skin. You can touch your toes, you can tuck your knees up to your chest and you feel great. You have energy to spare!

You can do 5 flights of stairs with ease and still want to do more! You do not snore anymore. You sleep so rested and full of energy you bounce out of bed with a spring and a smile for the day.

You notice your goal outfit is getting too big for you because you are toning your body and feel so fit. You are planning your day's food with ease and fun. You have such great self-esteem and positive self-talk that you know you can do anything you put your mind to. You are determined and you have all of your power! You *are* great! And you have a healthy body at your goal weight! Can you appreciate what *Oxygen Mask* is doing for you?

Write down how you feel at a healthy weight?
What does healthy feel like?

So you *do* have choice, you just need to feel the difference! Which do you prefer? Why?

What situations challenge you and may cause you to turn to food or alcohol to cope?

Challenging situations-challenging people

List some strategies that you have come up with to ease the challenge of certain situations:

What challenging people are likely to come into your life? For awareness:

What strategies can you come up with for dealing with these challenging people?

For awareness:

List a combination of situations/events/people that would not be good together.

Tell yourself, "There is no way that I am going to let anything get in my way!" Say it out loud! Say it again, louder! Breathe!

Tell yourself that you are going to be a great success! You are going to eat healthy! You are determined to maintain your goals! You are going to be successful! You can do it! Tell yourself you have a plan and you are going to do great! Remind yourself of your own goals and say out loud, "Food does not taste as good as my success feels!"

What is your positive self-talk with regard to challenging situations and challenging people?

What is your plan for dealing with that difficult person or people?

What is your plan with dealing with that difficult situation or event/events?

What is your plan if a combination of these stresses comes together?

Cravings and compulsions

To be more aware:

What are the some foods, textures or tastes you crave?

Do you know why you crave them? Write your answers in detail.

What is your positive self-talk with regard to your foods, textures or tastes you crave?

What are some nutritional foods you can choose to cleanse your palate?

What are some possible substitutes for the food, textures and tastes that you crave?

Researching and asking friends about their cravings may produce viable substitutes for your cravings; write them down here:

What have you decided about salt or artificial sweeteners?

Remember to read the labels.

I am willing, brave and honest. I *am* enough!

Sensory traps: smell, taste, texture, look, suggestion

Looking for a complete sensory food experience? Have an orange. You cut into the peel with a knife and the juice sprays lightly on your lips and you lick your lips and taste the sweet orange spray. Peel away all the rind and divide the fruit into the sections. Bite into a piece and experience the fresh orange juice as it splashes your taste buds. It is so cold and sweet on your tongue. Each bit is so juicy that it drips down on your hand and onto your plate. Nice, isn't it!

For awareness: Write down how smell, texture, taste and suggestion have got you into food trouble.

What is your positive self-talk about those senses?

Accepting my suggestion that you can appreciate the sensual nature of food without acting on this stimulus, what changes are you going to make when your senses tempt you to eat?

Self-gratification lapses

For awareness: What are some foods that may cause a self-gratification lapse in your food plan?

For awareness: Why do you think that happens?

What could you do differently to avoid self-gratification lapses? (How would your positive self-talk sound?)

Self-abuse and food

Here are some probing questions that may show you if you are abusing food:

Are you overeating to be noticed?

Are you under-eating so that someone will notice?

Are you trying to get back at someone?

Do you feel like you do not deserve to be healthy?

Have you overeaten or binged on foods so much that you have made yourself sick?

Have you used food to make yourself sick on purpose?

Are you overeating because you feel safer if you are not noticed—especially noticed in a sexual manner?

If any of the above questions resonated with you, here are some questions for your self-discovery manual that may help you honestly probe your relationship with food and self-abuse.

For awareness: Can you identify a self-abusive habit you associate with food? Be honest and specific.

Tell me more:

For awareness: What are you telling yourself? Pay particular attention to your self-talk and write it down here:

For awareness: Are you abusing food to numb a pain?
Describe this feeling:

Tell me more.

How can you change your self-talk to be positive?

Compulsive eating

What is at the root of the why you eat this way?
(To numb whatever is going on inside?)

What emotions do you experience when you are eating compulsively?

[illegible]

For awareness: What is your self-talk around your compulsive eating behavior?

As you think about it, write more.

For awareness: What is your payoff for compulsive overeating?

How do you want to change this?

How do you feel about the prospect of changing this behavior?

How can you change your self-talk to be positive?

Remember you are willing, and you deserve to live a healthy life! Tell me more about what you are going to do to change your compulsion to eat uncontrollably.

What strategies from emotional eating and all the areas of this book can you implement?

Can you find some new food ideas that may help curb your compulsive eating habit? What are they?

What positive statements will you tell yourself from now on? Have you written these thoughts on a sticky note and placed it on your mirror at home? Well put it there!

Moderation violations: alcohol, drugs, smoking, and psychological traps

Alcohol

For awareness: Are you using alcohol to numb your feelings about yourself or others?

What is your positive self-talk around your use of alcohol?

What strategies can you use to keep your use of alcohol moderate or eliminate it?

At parties or in the bar, have a low calorie drink in your hand at all times. People will be less likely to offer you a drink if you always have one in your hand or in front of you.

Tip the server or bar tender ahead of time and tell them to give you a pop or juice if you ask for an alcoholic drink. Plan ahead.

- Combine juice with diet pop for the spritzer effect.
- Opt for juice or soda water instead of a hi-ball.
- Have water with a lemon or lime.
- Have diet pop—but in moderation.
- Have a non-alcoholic beer.
- Mix wine with soda for a spritzer.
- Tell others you are on some medication that you cannot combine with alcohol.

Drugs

What is your positive self-talk about any drugs you may be taking?

Are you using drugs “recreationally”? Why? For awareness write down your responses:

What strategies can you incorporate to change this part of your life?

Smoking

If you smoke tobacco, what is your positive self-talk about smoking?

Do you have a plan to quit smoking? What does it look like?

Write down changes in your self-talk about smoking that can become positive statements to help you quit:

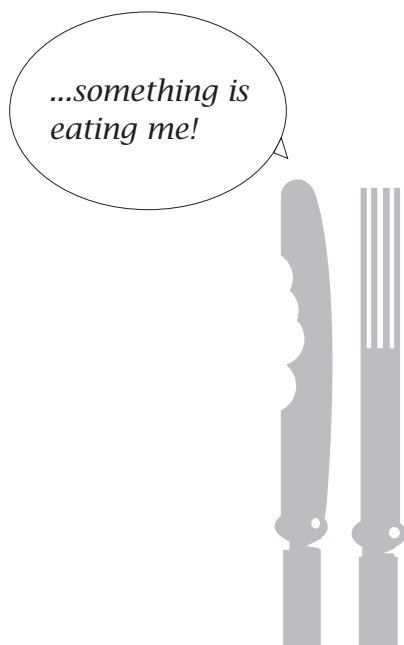
Psychological traps

What is your perception about your body image?
For awareness:

Have you described “flaws” in your body image?
For awareness:

How can you adjust your self-talk so that your body
image perceptions are positive?

What is your new plan for improving your body image?



The busy trap

To avoid getting caught in the busy trap, your game plan for the week should contain:

- A list of all your meals and snacks for a busy week. (Pull out recipes in advance.)
- A check into your cupboards to see what ingredients you have on hand and what you will need to purchase.
- A grocery list to ensure you purchase everything you need.
- A date to go grocery shopping that you enter into your daytimer.
- A plan for water intake. Bring a water bottle with you everywhere and refill it all day!

Here are some strategies to assist your weekly food planning:

Plan your meals ahead of time and make individual freezer meals that are pre-portioned so you will know what and how much you are eating. For instance, when you reheat a meat and rice dish, just plan to add fresh veggies or salad to complete your meal. If you are rushed, this is a great way to stay on track and avoid fast food.

Plan your meals according to where you will be that day. Is there a microwave accessible? If not make sure to plan for success. Have a meal that is chilled in your lunch bag but is easy to eat. Have lunches that work with your schedule, including some that are easy to eat on the go.

Make ahead foods such as grilled chicken that can be added to hot dishes, or cut up cold to put in salads, or chopped up and made into a chicken salad with a light dressing for a sandwich.

Using extra-lean ground beef, make a dish of lasagna with light cheeses, fresh vegetables, low-sodium seasonings. If you have leftovers, cut the cooled lasagna into pre-portioned pieces for lunches and dinners and quickly freeze them.

Make spaghetti sauce from scratch so that you know exactly what you put into the sauce. Pre-portion cooked spaghetti and sauce into containers to use during the week. Freeze what you don't plan on using in the first couple of days.

Precook some fish and rice dishes.

Cut up vegetables for snacks and put them into pre-portioned bags to quickly grab when you are on the go.

Purchase an insulated lunch bag and load it up with all of your day's food requirements and you are organized for the day!

Perhaps later in the week you can plan to pick up a salad on the go if you anticipate that you'll be low on veggies. That's fine especially if you have the rest of your meals all planned and ready. Or zip by the grocery store, *after* you have eaten and pick up some fresh fruit or veggies for the rest of the week.

What is your positive self-talk about being busy and planning ahead?

What are you going to do if you have a crazy week ahead of you?



Home: Strategies For Food Renovations

For awareness: How are your food cupboards, fridge and freezer set up? Have a look and tell me what you see? What types of foods are in each area?

Are there lots of high-calorie snack foods and treats? Can you identify them and explain the reasons for having them in your home?

*It is very important to me
that my fridge, freezer and cupboard
contain nutritious food choices, free of temptation
so that I am successful.*

Or, write a statement that will help you to remember
and keep the foods at home as healthy as possible.

Strategies for organizing your food at home:

Only buy the food in the portions you need.

If you buy more food than you can use in a reasonably short time, freeze it, share with other people, give it to a food bank, give it away or even throw it out. You might think what a waste to discard food, but is it really a bargain if large food purchases are transformed into excess pounds on you? What then is the cost? Are you trading your food excesses for your health, your relationship with yourself, your relationship with the people you love, or with your job?

Place items that tempt you and you believe that you need to have on hand in an area difficult to access.

For example: if you have a second fridge, put the item in the one furthest away or put the item high in a cupboard where it is difficult to reach. Place tempting food in a closet you don't use and see all the time.

When you are tempted by treats and snacks, decide to allow yourself a modest serving and put the rest away. For example, if potato chips or candies are a special treat for you, portion some into a small bowl and, before you consume the treat, put the sealed bag away in a distant, hard to reach cupboard.

Write down the strategies that will work for dealing with tempting food in your kitchen:

If you are unsure of your strategies, give it some thought and come back to this issue later. On the other hand, you may have so many that work for you that you must use more paper to record them all. Great! Go for it!

Identify favorite foods that get you into trouble

For your awareness: Do you have certain food categories that you would consistently choose as favorite foods? List the favorite food or foods get you into trouble by category—sweet, salty, fatty or greasy, or crunchy?

Complete this sentence: “I have to be cautious of these challenging foods...when I am in these situations...”
(refer to some of the situations that we touched upon in Chapter Eight concerning emotional eating):

What are some other healthy foods that can give you a similar experience? For example, if you love potato chips because they are crunchy, could you substitute baked pita chips? If sweets are a favorite food category, could you replace some sweets with frozen grapes or pineapple chunks?

Now write an affirming statement that relates to you and a specific food or foods that challenge you.

Grocery shopping: a planned journey

Here are some strategic tips to use on your next grocery shopping venture:

Have a list based on your plan for the entire week! Write it down.

- Shop *after* you have eaten. When you are hungry, everything looks good, and you will invariably fill your shopping cart with impulse buys.
- Shop the walls to purchase as much whole and fresh foods as possible. Most of your fresh items are along the perimeter of the store such as milk and dairy, fruit and veggies, grains, and meats. Some of the items in the aisles are problematic because they contain processed food, snacks, high-fat and high-calorie treats.
- Watch out for displays of specials or new foods that are usually at the ends of aisles. These displays are in your face on purpose, and companies pay big bucks to be in your face!
- When it comes to those irresistible specials in tantalizing displays or in food coupons—ask yourself, “Is it really a bargain if I don’t have it on my list and it’s not part of my program?”
- Learn your areas of food temptation. Refer to your Operator’s Manual and review the section on “Favorite foods that get me into trouble”, and review your strategies for avoiding those challenging foods.

- Choose who you go shopping with. Some people who accompany you can sabotage your best intentions: children who want sugary treats, relatives who have different ideas about what you should and shouldn't eat, and well-meaning friends who may have an influence on your shopping practices.

Read labels if you are choosing packaged or processed foods. (Review what you should look for in the section on reading food labels.)

As a smart, strategic shopper, say to yourself, "I will...":

- plan ahead for my week of food needs and make a written grocery list.
- shop after I have eaten.
- shop the walls to purchase fresh and whole foods as much as possible
- read labels when I must purchase packaged or processed foods.
- stick to my list.
- leave the children at home, if possible, so there is less temptation to buy outside of my list.
- avoid going grocery shopping with someone who could sabotage my plan.
- purchase only those items on my list and avoid using coupons just because I have them for other items not on my list.

- avoid impulse buys and marketing ploys to make such purchases.
- shop with a support person, or if I must shop alone, be confident that I will stick to my plan.

Now that you have strategies for grocery shopping, here are a few self-discovery manual questions to help you personalize your strategies:

I have tested it out, and it is very difficult to stick to a list with hunger going in your body. How do you shop when you are hungry? Are you successful in sticking to your plan?

If you are buying an item that you know is a challenge for you—guess what?—you are already planning on not eating healthy and you are in danger of going off track! For awareness: What is your self-talk telling you right now about this?

Why is successful grocery shopping important to you?

Awareness in grocery shopping is a choice. What is your self-talk saying in this area?

How can you change your self-talk to be positive? List positive things you can say to yourself when you shop for groceries:

Grocery areas to avoid when I am tempted or hungry are:

New strategies I will introduce into my grocery shopping are:

I am willing, brave and honest. I *am* enough!

Family meals

What are your best strategies for planning family meals?
Write them down:

For awareness: Do you have a lot of food thrown out
because you haven't eaten what you had planned?
Why?

What strategies can you use to plan better family meals?

Stay motivated, revisit your goals and the reasons why you are eating healthy. Do you need to change some of your goals that you listed in Chapter Six? Do that right now!

Write about some things that are important to you about family meals.

What would you do differently about family meals?

Why is this important?

Drain off fat that accumulates during cooking.

Refrigerate sauces, soups or stews, and gravies before serving in order to skim off the congealed fat that has risen to the top. Reheat them.

In preparing meats, trim off fat as much as possible and remove the skin from poultry prior to cooking.

When you stir-fry, use a low-sodium broth rather than oil to cook meats and vegetables. To thicken sauces, use cornstarch or rice flour.

In some baking replace fats with applesauce or non-fat yogurt appropriate for the recipe.

Reduce the amount of sugar or salt in a recipe.

Reduce the amount of cheese in the recipe (low-fat of course).

Avoid cooking your vegetables dishes with fat and salt, or adding fat and salt at the table.

Use more fresh garlic, onions, peppers or fresh herbs in your dishes.

Add a touch of flavor to your baking; reduce the sugar and add vanilla or almond extracts or cinnamon powder for flavor.

What are some changes you can make in your food preparation techniques?

Put variety and nutrition in all the lunches, keeping sweets, carbonated drinks, sodium and fats to the minimum or eliminating them all together. If you need suggestions, ask your family, other parents, or look for information on lunch suggestions on the web.

If you are tempted to snack on the ingredients as you prepare lunch meals, ask other family members to help you make them. If you are eating at home, follow the same principles for all family meals: sit together, engage in conversation, put down your utensils between bites, chew thoroughly, and turn off phones, radios and television distractions. Enjoy your time together over lunch!

What type of lunches are you making?

Why challenges get in the way of making family lunches?

What would you like to change about homemade lunches? And why?

What advantages are there in preparing lunches at home that you take to work or to school?

Do you notice that you do better when you have your lunch planned ahead? Write down why you perceive that is true for you:



Dining Out: Strategies For Away From Home

What is your self-talk associated with dining out?
Identify negative and positive aspects:

How can you change your self-talk about dining out to
positive statements?

It is very important to keep the Operator's Manual current and handy so that you can refer back to it at a moment's notice. That is why I have designed the Operator's Manual to contain all of *your* ideas to help you at all times when you are challenged.

Often we don't remember all the things that work for us in a time of chaos, when emotions are running high, or when our fast-paced world pushes us to the limit. Be aware of the self-talk in that moment. What are you telling yourself? Are you reviewing successful strategies or feeling despair because of negative thoughts? Choose to write what works in your manual, use the manual and keep aware and adjust your self-talk. Work on that self-talk and adjust areas of concern. Secure tabs on important sections.

Take 20 seconds to refer to the appropriate section—especially this section on dining out—and be prepared for all eventualities so that you can remain in control and be successful. You have choices and strategies that you have worked on with your Oxygen Mask audio and transferred to your Operator's Manual. Use these strategic tools that have been written by you for you.

Read your Operator's Manual before you dine out. Have a plan ready to go in your head before you eat away from home. Repeatedly saying, "To heck with the plan, I'll just start over on Monday" is not an option—and it's not a realistic strategy. You can manage all your challenges through self-awareness and planning!

Restaurants

Here is a list of strategies I have found helpful when counseling people about dining out concerns and challenges:

Call the restaurant ahead of time and have the menu faxed to you so that you can decide what to order ahead of time that fits your eating plan.

Pre-order your food to ensure success if you are really not sure of your ability to order wisely in front of other people.

Ask your party if it is OK to order first so that you are not tempted by what others are ordering.

When you order ask how items are prepared. Ask if your order can be grilled or poached instead of fried.

Order grilled veggies with your meal instead of pasta or mashed potatoes with gravy.

Be conscious when it comes to ordering food with gravies, cream sauces or sauces in general. Ask for them on the side, so you can control the amount you consume. Just dip your fork into the sauce for flavor as you take a bite of food.

Be cautious in ordering food that comes with salad dressings, nuts, high sodium meats, cheeses, bread cubes, nacho platters, olives, and guacamole. Ask for salad dressings on the side—dip your fork in them for flavor rather than pouring them on your salad. Refer to Chapter Nine for more details about food preparation and foods to eat with caution.

Offer to split a meal with a companion if it is appropriate. Ask your server to bring for another side plate so that you can divide the meal into two portions. Restaurants are often happy to do this.

Ask the server ahead of time to take your plate as soon as you are done.

When you are done eating, place your knife and fork on your plate. Treat your plate like a clock: place the knife and fork together with handles at 5 o'clock pointing to 10 o'clock. Push the plate just a few inches away from you with your thumbs on the edge of the plate to signal you are done. If you have been using a paper napkin, place it on top of your plate. (Proper etiquette means that you would not do this with cloth napkins; they should simply be placed on the table beside your plate.) These are signals to your server that you are finished with your meal.

If you choose not to eat the full portions you have been served, ask if you can have the remainder to go.

How do you feel about dining out in restaurants?

What new strategies can you use when you dine at a restaurant?

Fast food

What are your best choices with fast food?

When do you make your worst choices with fast food?

What is your self-talk about going to fast food restaurants?

For awareness: Hear yourself in the fast food line-up.
What are you saying to yourself?

How will you change your self-talk to be positive—and to make right choices?

What are my fast food strategies?

Why will they work for me?

Buffets

For awareness: What is your self-talk associated with buffets?

What can you say to yourself differently?

Here are some strategies for eating out at a buffet:

If it is a group decision to go to a buffet, and you are uncomfortable with that choice, ask if anyone minds going somewhere else. If you feel supported, explain that to the people in your group.

Ask if you could meet them at the restaurant after they eat. Or say that you are tied up until then, and you will come for a coffee after instead.

If you end up going to the buffet restaurant, ask for a menu instead of choosing the buffet option. Feel confident making this good choice and avoiding the buffet.

Ask to be seated far away from the buffet. If the buffet is in someone's home, sit far away from the buffet table.

If you choose to partake of the buffet, survey the spread for wise choices and also for ideas that will promote your success. Stick to your plan.

Tell yourself that the foods on a buffet table always look much better than they taste. Actually this is

probably true because the foods are prepared in large quantities and kept warm or cold for hours rather than being prepared fresh for individual plates.

Choose a smaller plate if you can. If a smaller plate is not available, then stay within the inner ring of the dinner plate and don't place any food beyond that edge.

Have a small soup to start, or a large salad.

Have just a dab of what you would like to try. When you place the food samples on your plate, arrange it so that foods don't touch each other.

Take your time. Sit down and enjoy your food. Taste every bite; enjoy the company.

Have fruit for dessert.

Share a sugary dessert if you must, but have just one or two bites. Enjoy them. Savor the flavors. Allow yourself to have the taste without overindulging.

When you are done eating, place your knife and fork on the plate and cover your plate with your paper napkin. Shift the plate away from you a couple of inches. This signals that you are finished eating and a server can remove your plate.

Resist the temptation to go back to the table for "seconds." Be honest with yourself about your eating plan and be in control. Breathe!

My buffet strategies are:

Social events

Here are some more strategies that can help you focus on the event and not the food:

Plan your day when you know you will be going out later. Balance your meals and snacks earlier in the day. Otherwise you will be so hungry that you will over-do it when you get to the event.

Compensate for an occasion that you know will be centered on food: plan extra exercise and balance out your daily food intake.

Ask what will be served so you know how to plan ahead of time.

Plan to eat in moderation and adjust your portions accordingly. Choose foods that are healthy.

If you must have a sweet dessert, select one that is your least favorite so you do not eat as much of it.

Ask your host or hostess if you may bring a dish to the event—make it something that you can fit into your eating plan.

Do you have a support person with you? Tell that support person ahead of time about any food or eating challenges you expect to encounter. Talk about the support you need.

Show up to the event later to avoid the appetizers. Eat before you go.

Pre-portion your plate with foods that fit your plan and only eat what is on your plate to avoid picking.

Focus on the non-food topics and on the other guests.

Keep a healthy drink in your hand at all times; make it a full or half-full glass to ensure no one asks if you need a drink.

Keep a purse, or a plate, cutlery and a napkin in the other hand to keep you from nibbling at the food or refilling your plate.

Keep the conversation going as you stay away from the table or the treats.

Help the hosts by taking empty plates or cups the kitchen to avoid being tempted to nibble at the food offerings.

Are social events an area of concern for you?
If so, why?

For awareness: What is your self-talk at a social event that involves food?

For awareness: Do you sometimes use the excuse to indulge in overeating on social occasions by saying to yourself, "I will eat this and not have supper."
Does that always work?

Where is the best place for you to attend a social event?
Why?

What strategies do you employ for eating at social events?

Your ideas may change from event to event so make sure you have several ideas! Keep writing and return to this later as you come up with more ideas.

Holidays and family celebrations

My self-talk around holiday and family celebrations has to be:

Holidays and family celebrations are like social events: they require planning and strategies. What are strategies for your holidays?

What are your strategies for family celebrations?

Do you have an aggressive food pusher in your family? Identify these persons and the reasons they try to push eating at these family events.

What are your plans to handle the food pusher?

What are your plans to handle a large or small family celebration that involves food?

Vacations

What can you plan? Here are some vacation-specific strategies to augment the ones we have already covered:

Plan ahead and learn about the foods that are in your travel area.

Be safe with foods! Consult your local travel agent and your health clinic about dangerous foods in third world countries.

On the road, take along a cooler and fill it with healthy food and snacks—fruit, juice, and chopped up veggies.

When in a hotel or motel, ask ahead of time for a kitchenette; ask if your room has a microwave and fridge.

At your destination, go to recommended local food markets for healthy snacks and meal ingredients.

Ask if the kitchen in your hotel, motel or resort features healthy menu alternatives.

Eat in moderation. What is your self-talk about vacations and food?

How can you improve your self-talk?

What new ideas are you going to tell yourself about your eating behavior while on vacation? Remember to Breathe! You have the power to make good choices about your relationship with food when you are on vacation!

What will you plan in advance to maintain your weight while you are on vacation?

Remember that while you are on vacation you can still say “I am willing, brave and honest. I *am* enough!” Write down your feelings about that statement here:

What will you do if you gain 3 or more pounds?

What will some of your strategies be while you are on vacation?



Support Systems: Getting Enough Air

Support at home

How is your support system at home?

What is your self-talk saying when you are at home? Do you hear yourself saying, “Who cares?” or “I’m not happy with myself”. What negative thoughts are you telling yourself?

Why do you think you are feeling this way? If you do not know, you can come back to this section later—but please do revisit this question.

What works for your support at home today?

What works for your support at home when you really need help?

How would you like your home support to work differently?

How would your home support change as your needs change? What would that look like?

Support at Work

How is your support system at work?

How would you like your support at work to be different?

Do you know what you would like for support in your workplace?

What does support look like to you at work?

For awareness: What is your self-talk saying at work?
For example, do you hear yourself saying, “Who cares?”
or “I’m not happy with myself,” What negative things
are you telling yourself?

Why do you think you feel this way?

*If you do not know why you feel this way, flag this page
and come back to this area later.*

At work, what works from your support person(s) when
you really need help?

Here are some strategies that you and your workplace support team can do together to support each other:

Keep busy with your work. It is important to keep focused and avoid thinking about food.

Plan in your snacks with your breaks; bring healthy lunches and snacks from home.

Always eat away from your desk.

Drink water during the day and have your water bottle always full.

Resist the temptation to keep sweets and snacks on or in your desk.

Get up and walk around if you are seated all day!

Challenge the office to select more nutritious snacks and meals.

Switch to healthier options for office birthday, transfer or retirement celebrations—for example, try a fruit flan rather than a slab cake with thick icing.

Ask if the healthy snacks can be put in one cupboard and less nutritious snacks organized in another cupboard that you will not go into.

Get the office motivated to start walking at lunchtime.

Encourage others to follow your habit of taking the stairs rather than the escalator or elevator.

Chat with the Social Department or Human Resources to see if you can head up a committee on making the workplace a healthier place. Or if you are too shy, perhaps they will take the idea and run with it.

There are many strategies you can employ at work that will help you stay in control of your eating and food. For example, exercise at lunchtime to stay motivated and keep your body moving, or take a walk around the block and get some fresh air! Think about what will work for you. And write it down.

My strategies for the workplace—which I can share with my workplace support person or my support team—are:

Do you have a work environment that is good for healthy food choices? What is it like?

For awareness: Do you have a kitchen/eating area at work that is full of bad snacks and junk food? If yes, what can you do to change this environment?

Is there an office birthday or other special occasion almost every week that is celebrated with a cake or other unhealthy foods? What can you do to change or alter these situations?

What ideas can you come up with at work that will help your eating program's success?

Do you have someone at work that loves to eat especially when everyone else is eating with him/her?

Do you have an aggressive food pusher at work?

For awareness: Are you that person?

Did you ever consider that?

What can you do to improve that?

Do you have ideas of how to handle this person?

Just like the strategies you use at home, distraction techniques can be very important to help you with tempting or challenging foods and food situations at work. Depending on your specific job, you might be able to fit some of these distractions into your workday. Here are 5 categories that may help you:

1. Things that can be done quickly during work:

Take a bathroom break.

Take your break early and enjoy the snack you planned.

If you are in charge of recycling and need clear the bins, do it now.

If you need to check the mail or drop off something in another department, do it now.

2. Busy activities during work—things that will totally take your mind off of food or take up a lot of time:

Engage in any project that requires close attention to detail.

Set an agenda for your next meeting or write up the minutes from the last meeting.

Work on your annual report.

Contact clients

3. *Things you can do on breaks at work:*

Go for a walk.

Walk the stairs. Run an errand. Balance your checkbook.

4. *Things that are relaxing during breaks:*

Take a breather outside.

Go into the boardroom if it's vacant and relax.

File your nails.

Go to your car for a nap and have someone call you in 20 minutes after your break is over.

5. *Things I can do with others or with others around me:*

Plan the office softball game.

Plan the staff BBQ.

Organize the next office charity event.

Start an office book club, sports lottery, or seminar series.

When you are having a challenge with food and eating at work, decide which category will fit into your work schedule. Select one of the activities to complete and if you need more distraction, then continue with selecting another activity.

Under each of your categories list 2–3 activities that you could do to help distract you from overeating at work. Write down your categories that apply to your workplace and can be added to your distraction techniques list that you created in Chapter Eight in the Distractions for emotional eating section:

1. _____
2. _____
3. _____
4. _____
5. _____

For each category write down your activity

Category 1

Category 2

Category 3

Category 4

Category 5

Add to the list a note about why it is important that you stay on track and your purpose for wanting to eat healthy. This will help keep you motivated.

I am willing, brave and honest. I *am* enough!

Friends and support

What support strategies do you need from your friends?

For awareness: What is your self-talk about receiving support from your friends?

What positive self-talk will benefit you in terms of receiving support from friends?

What are your strategies for your friends who also need support?

Do you have an aggressive food pusher in one or more of your friends? List some strategies and ideas that can help you cope successfully with this situation.



An Ending And A Beginning

This is the end of your self-discovery Operator's Manual, but just the beginning of your self-discovery journey! Go back to the beginning of this manual and remember how you felt before you started listening to your Oxygen Mask audio guide. Re-read all the entries you've made that describe your feelings and needs, and compare them with where you are now. Write your observations below:

Before writing in this manual, how did I feel and look?
What did I experience?

How do I feel and look now? What am I experiencing now?

How do I describe my self-talk now?

Create a visual image for when you achieve your goal.
Describe it.

Are you surprised about what you have achieved and the changes you have made? I'm not. I know my *Oxygen Mask* method works. Why? Because it is all about you and your plan to take care of yourself first so that you are healthy and able to care for those other people in your life who mean the most to you. This journaling system is your strategy for success—because it is all about YOU: written for *you* by *you*!

I hope that in listening to the audio, writing down ideas and using your Oxygen Mask Manual and your Operator's Manual you now realize that you do have all the answers within yourself. As always, when you are faced with new challenges and awareness, be gentle with yourself, feel free to take a break from your head.

One day at a time. You took time to get here—make this return to health a wonderful journey. Don't fight it; go with what comes up for you! Celebrate your successes without food. You've learned how to give yourself new rewards, to find new gratifications and healthy indulgences. You've discovered a new habit of positive self-talk, developed new plans, and reviewed old and new strategies!

This is a journey, and you are the author of your *Oxygen Mask Operator's Manual*—just as you are the author of your own life.

Keep going: alter the manual as you need to, keep up the positive self-talk, be aware, and always: plan. Enjoy yourself and who you are, explore a new world where you breathe easier about your relationship with food. You are empowered with self-knowledge and the ability to apply your plan and your strategies. Keep your Operator's Manual with you, read it, enrich your strategies, and most of all—BREATHE!

Here are a few final examples of strategies and hints to encourage you on your journey to health and success:

Unless you have a great deal of weight to lose and you can't get through with the clothing you have, wait to buy smaller-sized clothing until you reach your goal.

Alter some classic pieces you already own until you achieve your goal weight, or depending on how much weight you plan to lose, buy only one or two outfits to make it through this transition time until you reach your goal.

Get rid of your larger-sized clothing. Donate the clothes or put them in a second-hand shop or consignment store. Buy some of your clothing there as well—you might find some wonderful outfits there while you transition to your goal weight!

For motivation, go through your closet and organize your clothing from the largest size to the smallest size. Have fun with your closet as you progress through the sizes from large to small. Make certain articles of clothing mini goals.

Hang outfits that you are almost ready to fit into in front of your bedroom door so you physically have to walk past them in the morning and night. These “goal outfits” will remind you of what you are doing.

Write notes containing positive self-talk and affirmative statements. Stick them all over the house to remind yourself about your goals. Write your goals on the notes as well.

Wear slightly tighter fitting clothing to remind you on a regular basis that you need to eat better to stop being uncomfortable. Even go to the extreme of putting on a slightly tight bathing suit under your clothing for the day to keep you motivated. When you get too comfortable is when you are more likely to eat incorrectly. This is funny but works! My clients have tried it.

Picture yourself 5 or 10 pounds lighter—or 20 pounds lighter! Go to the grocery store and purchase a 5, 10, or 20 pound bag of potatoes and put them in a backpack. If your back health will allow it, carry this potato-filled pack around for a day. Feel the relief at the end of the day when you take off that backpack. See what shedding those pounds can feel like? Pounds not lost only to be found again—you've rid yourself of those pounds for good!

Tell yourself that with willingness, awareness, positive self-talk, planning, strategies, and most of all, with your *Oxygen Mask Audio Guide* and your *Oxygen Mask Operator's Manual* you can reach your goal!

Visualize yourself at your goal weight, what will your body feel like then? Your body will definitely feel different. Even 10 pounds makes a difference. Similarly, eating well and doing exercise will make you feel better if you are maintaining your goal weight. Visualize your sense of well being as a person who can breathe easier in your relationship with food.

What other hints are you going to try?

The online *Oxygen Mask* Strategy Book contains many other strategies for success from my readers. If you are interested in sharing some of your strategies, go to www.o2mask.com and be a part of the Oxygen Mask Strategy Book! You may purchase another *Operator's Manual* online as well.

Energy, great thoughts, motivation, and an overall sense of well being are the rewards of using the methodology and strategies outlined in this audio and book. You have only to visualize yourself at your goal weight and know that you are the author of your own success. How will your clothing fit? What will it feel like to make wise food decisions? How empowering is it to feel that you are not only making wise choices when it comes to food and eating, but that these are *your* choices!

Keep going! I will be cheering you on!

I am willing, brave and honest. I *am* enough!

I will make realistic, short-term and long-term goals and I will not confuse them.

My goals are manageable and will chart my success.

List your realistic short-term goals. Remember to list this goal: "I will fill in and faithfully use my *Oxygen Mask Operator's Manual!*"

Why do you have these goals?

List your realistic long-term goals:

Why do you have these goals?

Feel free to make a copy for your fridge too!

More notes:

[illegible]

see you online...
www.o2mask.com

