



ChooseToLose@Work

Week 1 – Are you ready to get started?

Aim:

The aim of week 1 is to introduce the weigh-in sessions to employees. This should include where, when and how they will be facilitated. Participants should develop an appreciation of what healthy weight-loss is, where additional resources can be found and the importance of the self-monitoring process throughout the programme.

For those interested in the ChooseToLose@Work 10 week programme, week 1 should provide an overview of the programme and willing participants will be asked to sign ‘a pledge or promise’ to demonstrate their commitment to the 10 week, the pledge can be downloaded from the ChooseToLose@Work webpage.



Essential topics to cover:

- Introduce yourself to the group.
- Remind the group that sessions are confidential.
- Explain to the group where and when weigh-in sessions will take place, and in what format they will take i.e. will participants weigh themselves, where will recording sheets be kept?
- Signpost participants to the NHS website where participants can calculate their own BMI. <http://www.nhs.uk/Tools/Pages/Healthyweightcalculator.aspx>
 - o A BMI of over 25 is considered over-weight
 - o A BMI of over 30 is considered obese.
 - o A BMI of under 18.5 is underweight and should not be considering weight-loss.
- Demonstrate how to take a waist measurement and explain the risk associated with people carrying weight around their waist. Find out more at NHS Choices – [Why is my waist size important?](#)
- Explain that healthy weight loss is normally 0.5kg a week (1lb to 2lbs) and participants should not attempt to lose more than this. However, 0.5kg of week is considered to be rapid weight loss and participants should not necessarily expect to

achieve this. Weight-loss will occur at different rates for different people and participants with more weight to lose are more likely to lose their weight quickly.

- This programme intends to support participants to develop lasting habits, sustainable changes to diet and exercise, and not necessarily designed to achieve rapid weight-loss. Research continues to demonstrate that small changes sustained over the long term can achieve sustainable safe weight-loss.
- Provide self monitoring worksheets to the group. Encourage participants to monitor their own weight throughout the programme.

(The self monitoring worksheets can be downloaded individually or as a full workbook from the main ChooseToLose@Work webpage)

**Introduce the 10 week ChooseToLose@Work plan and ask participants to sign 'the pledge'. There is no obligation to take part in the ChooseToLose@Work and people can still attend weigh-in sessions.*

- Encourage participants to keep a food diary.
- Remind participants that if you consume more calories than you burn you store that extra energy as fat , resulting in weight gain.
- Making small lifestyle changes is key to losing weight healthily and managing your weight in the long term.
- Remind participants that forward planning is key to success.
- Record participant's email address on weigh-in record sheet.
- Record participant's height on weigh-in record sheet.
- Record participant's starting weight on weigh-in record sheet.
- Record participant's starting waist measurements on weigh-in record sheet.
- Ask participants to set their first Healthy Eating Goal.

Week 1 Top Tips:

1. *Participants will be asked to set one small goal each week. These goals should be achievable, realistic and sustainable and should be focussed on healthier eating or exercise. For example:*

'I will swap whole milk to semi-skimmed milk'

'I will replace high sugar energy drinks with sugar-free versions'

'I will go for a short 10 minute walk every lunch time'

If a goal isn't sustained after 1 week then it is very unlikely to be a lasting change therefore goals should be reviewed and tweaked every week. Changing life-long habits is not easy and not meeting a goal shouldn't be seen as a failure.

2. *To assist with making permanent changes, some people find it helpful to count the calories they consume in the first few weeks which can help them to understand what they are eating and how to control portion sizes. Various free apps are available, for example 'myfitnesspal'. The NHS website can also be used for counting calories.*
<http://www.nhs.uk/Livewell/weight-loss-guide/Pages/calorie-counting.aspx>

3. Weight-loss goals should be considered over years, rather than over weeks or months. The aim of the 10 week programme is to promote healthier eating habits and encourage more activity and help staff to focus on lifestyle changes that can be sustained.

Leaflets and posters to display or handout

Some of the resources below are free to download via the links others can be ordered through NHS Forth Valley's [Health Improvement Resource Service \(HIRS\)](http://nhsforthvalley.com/health-services/health-promotion/resources-and-design/hirs-library/)
<http://nhsforthvalley.com/health-services/health-promotion/resources-and-design/hirs-library/>

Title	Available from where?
Choose To Lose Self Monitoring Worksheets	Download Self Monitoring Tools/Worksheets online www.nhsforthvalley.com/weight These can be photocopied blank and used weekly to record your weight progress, track your changes and keep you motivated. Worksheets include: <ul style="list-style-type: none"> • Are you committed and ready to lose weight? • Making Lifestyle Changes • Weight Record Sheet / Tracker Chart • My Smart Goal Sheet • Food & Activity Diary • Keep Motivated Checklist Choose To Lose Self Monitoring Workbooks can be ordered from HIRS NUT 01/L
Choose To Lose Card	HIRS NUT 84/L
Choose To Lose Leaflet	HIRS NUT 78/L
NHS Choices Weight Loss Guide – Week 1	Visit www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx Download Week 1

Useful Websites

For further links to website and apps visit:

Choose To Lose... and keep weight off for good!

www.nhsforthvalley.com/weight

- **Ready to Take Control?** - Helping you change your old habits and get motivated.
- **Eat Well Feel Great** – Set achievable goals and get tips on healthy eating.
- **Get Active Your Way** – Find an activity that suits you and find out what’s going on in your area.
- **Keep Going** – Top tips on how to stay motivated and maintain a healthy weight and lifestyle.

British Dietetic Association – Food factsheets

<https://www.bda.uk.com/foodfacts/home>

NHS Choices – Weight Loss Guide

www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx

- Free 12 week diet and exercise plan, full of advice and tips and has a free calorie tracker.

Useful Apps

Myfitnesspal

<https://www.myfitnesspal.com/>

NHS Calorie Checker

<http://www.nhs.uk/Livewell/weight-loss-guide/Pages/calorie-counting.aspx>





ChooseToLose@Work

Week 2 – Physical Activity

Aim:

The aim of week 2 is help participants to start to increase their physical activity to support weight loss.

Essential topics to cover:

- Welcome participant back
- Ask participant how they felt the previous week went. Did they stick to their goal? If yes, congratulate them. If no, ask them to reflect if the goal was achievable or whether they should consider tweaking it.
- Remind them to set a week 2 goal – encourage them to make this goal around increasing their physical activity.
- Remind participants that forward planning is key to success and making small realistic changes is the key to losing weight in the long term.
- Encourage participants to keep a food and activity diary.
- Remember, basic weight loss means less calories in and more calories out.
- Record participant's weight & reflect on any weight change.

Top Tips:

1. Start small by incorporating more movement into your day. For example, park at the furthest point in the car park so you have to walk a little further, and always take the stairs instead of the lift. After this you can consider incorporating some more structured exercise a couple of times a week.
2. Consider the NHS Couch to 5K training programme or the strength and flex podcast for a five-week workout. <http://www.nhs.uk/Livewell/c25k/Pages/couch-to-5k.aspx>.
3. Visit Jog Scotland, Park Run UK or Braveheart Association Falkirk to find a walk or run to suit your ability.
4. Signing up for a regular class or exercising with friends is a great way of keeping your motivation up. Information on local classes can be found at <http://nhsforthvalley.com/health-services/health-promotion/nutrition/choose-to-lose/get-active-your-way/>



5. Pedometers can be bought, or downloaded as a smart-phone app.
6. Physical activity guidelines for adults are:
 - at least 150 minutes of moderate aerobic activity such as cycling or fast walking every week, **and**
 - Strength exercises on two or more days a week that work all the major muscles (legs, hips, back, abdomen, chest, shoulders and arms).

OR

- 75 minutes of vigorous aerobic exercises such as running or a game of singles tennis every week, **and**
- strength exercises on two or more days a week that work all the major muscles (legs, hips, back, abdomen, chest, shoulders and arms).

OR

- A mix of moderate and vigorous aerobic activity every week. For example, two 30-minute runs plus 30 minutes of fast walking equates to 150 minutes of moderate aerobic activity, **and**
- Strength exercises on two or more days a week that work all the major muscles (legs, hips, back, abdomen, chest, shoulders and arms).

For further information on healthy eating visit Choose To Lose – [Get Active Your Way](#)

Leaflets and posters to display or handout

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Title	Available from where?
Choose To Lose Self Monitoring Worksheets	Download Self Monitoring Tools/Worksheets online www.nhsforthvalley.com/weight These can be photocopied and used weekly to record your activity levels and set some personal activity goals. <ul style="list-style-type: none"> • My Smart Goal Sheet • Food and Activity Diary Choose To Lose Self Monitoring Workbooks can be ordered from HIRS NUT 01/L
Get Active Your	HIRS PAC 01/L

Way Includes Activity Wheel	
Physical Activity Benefits for Adults and Older Adults	HIRS PAC 01/P Download from https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/541233/Physical_activity_infographic.PDF
Physical Activity Guidelines	Download from NHS Choices www.nhs.uk/Livewell/fitness/Pages/physical-activity-guidelines-for-adults.aspx
NHS Choices Weight Loss Guide	Visit www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx Download Week 2

Useful Websites

For further links to websites and apps visit:

Choose To Lose... and keep weight off for good!

www.nhsforthvalley.com/weight

- **Ready to Take Control?** - Helping you change your old habits and get motivated.
- **Eat Well Feel Great** – Set achievable goals and get tips on healthy eating.
- **Get Active Your Way** – Find an activity that suits you and find out what’s going on in your area.
- **Keep Going** – Top tips on how to stay motivated and maintain a healthy weight and lifestyle.

activescotland.org.uk

<http://www.activescotland.org.uk/>

Braveheart Association

<http://www.braveheart.uk.net/>

Choose to Lose – Get Active Your Way for local exercise classes and activities

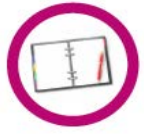
<http://nhsforthvalley.com/health-services/health-promotion/nutrition/choose-to-lose/get-active-your-way/>

NHS Choices – Physical Activity for Adults

<http://www.nhs.uk/Livewell/fitness/Pages/physical-activity-guidelines-for-adults.aspx>

Health Improvement Resource Service (HIRS)

<http://nhsforthvalley.com/health-services/health-promotion/resources-and-design/hirs-library/>





ChooseToLose@Work

Week 3 – Eating well and portion control

Aim:

The aim of week 3 is to introduce what a healthy balanced diet should look like.

Essential topics to cover:

- Welcome participant back
- Ask participant how they felt the previous week went. Did they stick to their goal? If yes, congratulate them. If no, ask them to reflect if the goal was achievable or whether they should consider tweaking it.
- Remind them to set a week 3 goal – encourage them to make this goal around their diet.
- Remind participants that forward planning is key to success and making small realistic changes is the key to losing weight in the long term.
- Encourage participants to keep a food diary.
- Remember, basic weight loss means less calories in and more calories out.
- Record participant's weight & reflect on any weight change.

Top Tips:

1. Eating a healthy breakfast is an important habit to get into. Research shows that regular breakfast eaters tend to be leaner and more successful at keeping weight off. Eating a filling, wholegrain, high-fibre breakfast is a good choice to fill you up and help to stop you reaching for an unhealthy snacks mid-morning.
2. Portion size matters!! Portion control can be a significant issue for some people and for effective weight loss it is important to control the amount of food you eat. To understand what a healthy portion size is, try weighing your food or counting calories for the first couple of weeks. This can be done on the NHS Choices [Nutracheck](#) or on other mobile telephone apps. Other tips include;
 - a. Enjoy your meals slowly at a dinner table, enjoy the taste of food and you will be more aware of how full you are getting.
 - b. Measure starchy food like rice, potatoes or pasta before you cook them.
 - c. Eat your food from smaller plates or bowls.
 - d. Fill any gaps on your plate up with vegetables or salads.



- e. Pop any extra food in the fridge before you begin to eat, this will prevent you from returning for seconds.
- 3. Ask yourself if you are really hungry. Thirst can often be mistaken for hunger so try to have a glass of water before reaching for a snack. Try to wait 20 minutes before eating to see if the feeling of hunger will pass.

For further information on healthy eating visit Choose To Lose [Eat Well Feel Great](#)

Leaflets and posters to display or handout

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Eatwell Guide	Resources available to download from http://www.foodstandards.gov.scot/nutrition-healthy-eating/eating-healthily/eatwell-guide
Eatwell Guide Flyer	HIRS NUT 0/L
Healthy Eating Factsheet	Visit British Dietetic Association https://www.bda.uk.com/foodfacts/home Scroll down and Choose 'Healthy Eating.'
Weight Loss Factsheet	Visit British Dietetic Association https://www.bda.uk.com/foodfacts/home Scroll down and Choose 'Weight Loss.'
1lb Fat Blob Model	Borrow from HIRS NUT 02/K
NHS Choices Weight Loss Guide	Visit www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx Download Week 3

Useful Websites

For further links to websites and apps visit:

Choose To Lose... and keep weight off for good!

www.nhsforthvalley.com/weight

- **Ready to Take Control?** - Helping you change your old habits and get motivated.
- **Eat Well Feel Great** – Set achievable goals and get tips on healthy eating.
- **Get Active Your Way** – Find an activity that suits you and find out what’s going on in your area.
- **Keep Going** – Top tips on how to stay motivated and maintain a healthy weight and lifestyle.

NHS Choices – Eatwell Guide
[guide.aspx](http://www.nhs.uk/Livewell/Goodfood/Pages/the-eatwell-guide.aspx)

[www.nhs.uk/Livewell/Goodfood/Pages/the-eatwell-](http://www.nhs.uk/Livewell/Goodfood/Pages/the-eatwell-guide.aspx)

Change4Life

www.nhs.uk/change4life/Pages/change-for-life.aspx

Eat Better Feel Better Recipes
Food Standards Scotland
[eating/eating-healthily](http://www.eatbetterfeelbetter.co.uk)

www.eatbetterfeelbetter.co.uk

[www.foodstandards.gov.scot/nutrition-healthy-](http://www.foodstandards.gov.scot/nutrition-healthy-eating/eating-healthily)

Useful Apps

Change4Life – Meal Mixer App
[recipe-finder-app.aspx](http://www.nhs.uk/change4life/Pages/meal-planner-recipe-finder-app.aspx)

[www.nhs.uk/change4life/Pages/meal-planner-](http://www.nhs.uk/change4life/Pages/meal-planner-recipe-finder-app.aspx)



One Your Easy Meals App

www.nhs.uk/Tools/Pages/easy-meals.aspx





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Week 4 – Workplace Lunches and Snacks

Aim:

We spend almost a third of our day at work and lunch is often treated as a last-minute thought, with some people not making time for their lunch at all. The aim of week 4 aims to help people review and plan what they're eating during their working week.



Essential topics to cover:

- Welcome participant back
- Ask participant how they felt the previous week went. Did they stick to their goal? If yes, congratulate them. If no, ask them to reflect if the goal was achievable or whether they should consider tweaking it.
- Remind them to set a week 4 goal – encourage them to consider what they are eating throughout their working day.
- Encourage participants to keep a food diary.
- Remind participants that forward planning is key to success and making small, realistic changes is the key to losing weight in the long term.
- Remember, basic weight loss means less calories in and more calories out.
- Record participant's weight and reflect on any weight change.

Top Tips:

1. Wholegrain / high fibre bread is more filling than white bread.
2. Workplace snacks are a good time to help you reach your recommended 5 portions of fruit and vegetables a day. What about:
 - o Sugar snap peas and carrot sticks.
 - o Small apple sliced or diced.
 - o Celery sticks and low fat hummus.
 - o Cucumber or baby corn with a lower fat cream cheese.
3. Use reduced fat mayonnaise. Mayonnaise is very high in fat, a tablespoon of mayonnaise can contain around 100 calories and can turn a healthy meal or sandwich into an unhealthy one.
4. Consider the snacks you are eating and how they add up:

- 1 digestive biscuit = 71calories
 - Walkers sweet chilli sensations (40g)= 202 calories
 - Costa Cafe Latte (Whole milk) = 128 calories
 - Mars Bar = 165 calories
5. Some people find that brushing their teeth after a meal, chewing sugar free chewing gum or having a bottle of water on hand can help them to stop unplanned snacking.
 6. Planning is key so buy a new lunch box or some Tupperware and plan your meals and snacks for your working week.
 7. It's a good idea to box up any leftovers from dinner and keep in the fridge, then it's all ready to take for lunch the next day!

Leaflets and posters to display or handout

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Top tips for putting healthy eating into practice in the workplace – British Heart Foundation	Download from British Heart Foundation Website www.bhf.org.uk/publications/health-at-work/health-at-work-top-tips-for-putting-healthy-eating-into-practice-in-the-workplace
Healthy Snacks Factsheet	Visit British Dietetic Association https://www.bda.uk.com/foodfacts/home Scroll down and Choose 'Healthy Snacks.'
Healthy Packed Lunches Factsheet	Visit British Dietetic Association https://www.bda.uk.com/foodfacts/home Scroll down and Choose 'Healthy Packed Lunches.'
NHS Choices Weight Loss Guide	Visit www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx Download Week 4

Useful Websites

For further links to websites and apps visit:

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www.nhsforthvalley.com/weight

- **Ready to Take Control?** - Helping you change your old habits and get motivated.
- **Eat Well Feel Great** – Set achievable goals and get tips on healthy eating.
- **Get Active Your Way** – Find an activity that suits you and find out what’s going on in your area.
- **Keep Going** – Top tips on how to stay motivated and maintain a healthy weight and lifestyle.

NHS Choices –100 Calorie Snacks www.nhs.uk/Livewell/loseweight/Pages/surprising-100-calorie-snacks.aspx

Change4Life – Snacks www.nhs.uk/Change4Life/Pages/healthy-snacks.aspx

Eat Better Feel Better Lunch Recipes www.eatbetterfeelbetter.co.uk

British Heart Foundation www.bhf.org.uk/health-at-work





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Week 5 – Alcohol & Drinks

Aim:

The aim of week 5 is to raise awareness of the impact that drinks and specifically alcoholic drinks can have on weight loss and weight management.



Essential topics to cover:

- Welcome participant back
- Ask participant how they felt the previous week went. Did they stick to their goal? If yes, congratulate them. If no, ask them to reflect if the goal was achievable or whether they should consider tweaking it.
- Remind them to set a week 5 goal – encourage them to consider what they are drinking throughout the week.
- Remind participants that forward planning is key to success and making small realistic changes is the key to losing weight in the long term.
- Remember, basic weight loss means less calories in and more calories out.
- Record participant's weight and reflect on any weight change.

Top Tips:

1. Alcohol guidelines have recently changed based on emerging research. New guidelines are as follows:

On regular drinking:

Men and women should not drink more than 14 units of alcohol per week. If you drink up to 14 units per week, spread this evenly over 3 days or more.

The risk of developing a range of illnesses e.g. cancers increases with any amount of alcohol you drink on a regular basis.

If you wish to reduce your drinking, have several drink free days each week.

Units (abv=alcohol by volume).

1 medium glass of wine (175mls @ 13% abv) = 2.3 units

1 pint of beer (568 mls @ 4% abv) = 2.2 units
 1 standard measure of spirits (25mls @ 40% abv) = 1 unit

1. Encourage participants to track their alcohol in their drinks diary or on the NHS website: <http://www.nhs.uk/livewell/alcohol/Pages/Alcoholhome.aspx>.
2. Try to keep hydrated throughout the day, water is the best option as it has no calories or sugars which can be damaging to your teeth.
3. Did you know a small glass of wine has the same calories as piece of chocolate?
4. You could be getting 193kcal if you have a Mocha or a Cappuccino – try just a standard white with semi-skimmed, skimmed or 1% milk instead.
5. Just one can of lemonade or cola can deliver 140kcal, not to mention that the sugar is really bad for your teeth. Try switching to diet version and save them for a treat.

Leaflets and posters to display or handout

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Title	Available from where?
Alcohol Unit / Calorie Calculator	HIRS ALC 29/L
Cutting down your Drinking a step by step guide includes a Drink Diary	HIRS ALC 04/L
Drinks Diary	HIRS ALC 03/L
Rethink Your Drink Scratchcard	HIRS ALC 14/L
Alcohol Unit Postcard	HIRS ALC 40/L
Alcohol Factsheet	Visit British Dietetic Association https://www.bda.uk.com/foodfacts/home Scroll down and Choose 'Alcohol'
NHS Choices Weight Loss Guide	Visit www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx Download Week 5
Fluid Factsheet	Visit British Dietetic Association https://www.bda.uk.com/foodfacts/home Scroll down and Choose 'Fluid'
It's Clear Drink More Water Leaflet.	HIRS NUT 23/L

Displays

Title	Available from where?	
What is a unit?	HIRS	ALC 34/K1
Beer Goggles	HIRS	ALC 35/K1

Useful Websites

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NHS Choices – Alcohol

www.nhs.uk/livewell/alcohol/Pages/Alcoholhome.aspx

Drinkaware

www.drinkaware.co.uk

NHS Choices – Water, Drinks and Your Health

<http://www.nhs.uk/Livewell/Goodfood/Pages/water-drinks.aspx>

NHS One You – Drinking <https://www.nhs.uk/oneyou/drinking#k0TceWK7F4myYUFH.97>

Alcohol Apps

Drinkaware have a lifestyle app for smart phones. Calculate the alcohol units and calories in your drinks, review your drinking pattern over time, set your own goals and get further support.

<https://www.drinkaware.co.uk/tools/app/>



NHS One You Apps <https://www.nhs.uk/oneyou/apps/#module-263#j21v1642rLkDRjro.97>





ChooseToLose@Work

Week 6 – Swap & Save

Aim: The aim of week 6 is to help participants to think about small food swaps that they can make to reduce the amount of unhealthy calories they are eating.



Essential topics to cover:

- Welcome participant back and congratulate them on hitting the half way mark.
- Ask participant how they felt the previous week went. Did they stick to their goal? If yes, congratulate them. If no, ask them to reflect if the goal was achievable or whether they should consider tweaking it.
- Remind them to set a week 6 goal – encourage them to think about what simple swaps they could make to the food they are eating.
- Encourage participants to keep a food diary.
- Remind participants that forward planning is key to success and making small realistic changes is the key to losing weight in the long term.
- Remember, basic weight loss means less calories in and more calories out.
- Record participant's weight and reflect on any weight change.

Top Tips:

1. Swapping foods can be one of the easiest ways to improve your diet, you will slowly reduce calorie intake as well as removing some of the excess saturated fats and sugars, and this is all without feeling that you are restricting or depriving yourself too much.
Food swaps can also be a much more sustainable way to diet without restricting foods too much.
 - a. Swap white breads and bagels to wholegrain varieties.
 - b. Swap creamy or cheesy sauces for tomato or vegetable based dishes
 - c. Swap whole-fat milk with skimmed or semi-skimmed milk.
 - d. Swap sugary drinks with diet or sugar free options.
 - e. Swap cheese for reduce fat cheese.
 - f. Swap half of your portion of pasta with vegetables.
 - g. Swap tuna in oil to tuna in water
 - h. Swap sour cream to low fat yoghurt
 - i. Swap fried foods with boiled or grilled foods.

Leaflets and posters to display or handout

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Small Changes Big Benefits	HIRS NUT 71/L
Simple Swaps– Take Life On	Download factsheet www.takelifeon.co.uk/download_file/-/view/158/
NHS Choices Weight Loss Guide	Visit www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx Download Week 6

Displays

Title	Available from where?
Swap and Save Display	HIRS WKH 14/K

Useful Websites

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NHS Choices Food Swaps

www.nhs.uk/Livewell/loseweight/Pages/Healthyfoodswaps.aspx

NHS Choices –100 Calorie Snacks

www.nhs.uk/Livewell/loseweight/Pages/surprising-100-calorie-snacks.aspx

Eat Better Feel Better – Simple Swaps
www.eatbetterfeelbetter.co.uk/handy-hints?category=9&tid_1=All&=Apply

www.eatbetterfeelbetter.co.uk/handy-hints?category=9&tid_1=All&=Apply

Smart Swaps – Change4Life

www.nhs.uk/change4life/Pages/smartswaps.aspx





ChooseToLose@Work

Week 7 – Plan Ahead and Eating Out

Aim: Weekends and eating out can often be the cause of healthy eating to slip up. Of course we are all going to have some ‘cheat days’, but week 7 aims to remind participants that they can still be healthy when they are eating out.



Essential topics to cover:

- Welcome participant back.
- Ask participant how they felt the previous week went. Did they stick to their goal? If yes, congratulate them. If no, ask them to reflect if the goal was achievable or not and encourage them to consider tweaking it.
- Remind them to set a week 7 goal – encourage them to think about how eating out is impacting on their weight.
- Encourage participants to keep a food diary.
- Remind participants that forward planning is key to success and making small realistic changes is the key to losing weight in the long term.
- Remember, basic weight loss means less calories in and more calories out.
- Record participant’s weight and reflect on any weight change.

Top Tips:

1. Ask family and friends not to offer you tempting treats to help you stay on the right track.
2. If you’re eating out, decide beforehand what you’re going to eat and don’t be afraid to ask a restaurant to swap items on the menu, for example replacing chips with vegetables. More often than not they will be happy to make a few simple swaps to your dish.
3. Choose a side salad or vegetables instead of a starter.
4. Choose tomato based dishes over creamy dishes.
5. Suggest some diet friendly socialising with friends. Try a walk in the park, a game of golf, an afternoon at the spa or ten pin bowling or the cinema.
6. Enjoy a hot drink after your meal instead of a dessert.

Leaflets and posters to display or handout

Some of the resources below are free to download via the links others can be ordered through NHS Forth Valley's [Health Improvement Resource Service \(HIRS\)](http://nhsforthvalley.com/health-services/health-promotion/resources-and-design/hirs-library/)
<http://nhsforthvalley.com/health-services/health-promotion/resources-and-design/hirs-library/>

Title	Available from where?
Simple Takeaway Swaps - Take Life On	Download Factsheet www.takelifeon.co.uk/index.php/download_file/-/view/148/
NHS Choices Weight Loss Guide	Visit www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx Download Week 7

Useful Websites

For further links to websites and apps visit:

Choose To Lose... and keep weight off for good!

www.nhsforthvalley.com/weight

- **Ready to Take Control?** - Helping you change your old habits and get motivated.
- **Eat Well Feel Great** – Set achievable goals and get tips on healthy eating.
- **Get Active Your Way** – Find an activity that suits you and find out what’s going on in your area.
- **Keep Going** – Top tips on how to stay motivated and maintain a healthy weight and lifestyle.

NHS Choices – Healthier Takeaways

www.nhs.uk/Livewell/men1839/Pages/Dodgytakeaways.aspx

Change4Life – Snacks
www.nhs.uk/Change4Life/Pages/healthy-snacks.aspx

www.nhs.uk/Change4Life/Pages/healthy-snacks.aspx

Eat Better Feel Better Lunch Recipes

www.eatbetterfeelbetter.co.uk

British Heart Foundation

www.bhf.org.uk/health-at-work





ChooseToLose@Work

Week 8: Food labelling and filling up on Fruit & Vegetables

Aim:

The aim of week 8 is to make participants more aware of food labelling and reinforces the message of eating five portions of fruit and vegetables a day.

Essential topics to cover:

- Welcome participant back and congratulate them on hitting the half way mark.
- Ask participant how they felt the previous week went. Did they stick to their goal? If yes, congratulate them. If no, ask them to reflect if the goal was achievable or not and encourage them to consider tweaking it.
- Remind them to set a week 8 goal – encourage them to think about how much fruit and vegetables they are eating.
- Remind participants that forward planning is key to success and making small realistic changes is the key to losing weight in the long term,
- Encourage participants to keep a food diary.
- Remember, basic weight loss means less calories in and more calories out.
- Record participant's weight and reflect on any weight change.

Top Tips:

1. Prepare fruit and vegetables for snacks in between meals.
2. Check the labels on pre-prepared foods and choose items low in salt, sugar and saturated fats. Choose more green lights and fewer red lights.



How do I know if a food is high in fat, saturated fat, sugar or salt?

Food packaging has guidelines to tell you if a food is high in fat, saturated fat, salt or sugar, or not. These are:

Total fat

High: more than 17.5g of fat per 100g

Low: 3g of fat or less per 100g

Saturated fat

High: more than 5g of saturated fat per 100g

Low: 1.5g of saturated fat or less per 100g

Sugars

High: more than 22.5g of total sugars per 100g

Low: 5g of total sugars or less per 100g

Salt

High: more than 1.5g of salt per 100g (or 0.6g sodium)

Low: 0.3g of salt or less per 100g (or 0.1g sodium)

For example, if you are trying to cut down on saturated fat, limit your consumption of foods that have more than 5g of saturated fat per 100g.

Red, amber and green colour coding

Some front-of-pack nutrition labels use red, amber and green colour coding.

Colour-coded nutritional information, as shown in the image above, tells you at a glance if the food has high, medium or low amounts of fat, saturated fat, sugars and salt.

- red means high
- amber means medium
- green means low

The more green on the label, the healthier the choice. If you buy a food that has all or mostly green on the label, you know straight away that it's a healthier choice.

Amber means neither high nor low, so you can eat foods with all or mostly amber on the label most of the time.

But any red on the label means the food is high in fat, saturated fat, salt or sugars, and these are the foods we should cut down on. Try to eat these foods less often and in small amounts.

Leaflets and posters to display or handout

Some of the resources below are free to download via the links others can be ordered through NHS Forth Valley's [Health Improvement Resource Service \(HIRS\)](http://nhsforthvalley.com/health-services/health-promotion/resources-and-design/hirs-library/)
<http://nhsforthvalley.com/health-services/health-promotion/resources-and-design/hirs-library/>

Title	Available from where?
You Guide To Food Label Cards	HIRS NUT 72/L
Food Labelling Factsheet	Visit British Dietetic Association https://www.bda.uk.com/foodfacts/home Scroll down and Choose 'Food Labelling'
Fruit and Veg - How to get 5 a day? Factsheet	Visit British Dietetic Association https://www.bda.uk.com/foodfacts/home Scroll down and Choose 'Fruit and Veg'
NHS Choices Weight Loss Guide	Visit www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx Download Week 8

Useful Websites

For further links to websites and apps visit:

Choose To Lose... and keep weight off for good!

www.nhsforthvalley.com/weight

- **Ready to Take Control?** - Helping you change your old habits and get motivated.
- **Eat Well Feel Great** – Set achievable goals and get tips on healthy eating.
- **Get Active Your Way** – Find an activity that suits you and find out what's going on in your area.
- **Keep Going** – Top tips on how to stay motivated and maintain a healthy weight and lifestyle.

NHS Choices – Food Labelling

<http://www.nhs.uk/Livewell/Goodfood/Pages/food-labelling.aspx>

Useful Apps

Food Label APP – FoodSwitch - <http://www.foodswitch.co.uk/>

FoodSwitch is a free smartphone app that helps you make healthier food choices. FoodSwitch allows you to scan the barcodes of your food and drinks products and



instantly see whether they are high (red), medium (amber) or low (green) in fat, saturates, sugars and salt per 100g. It also searches the database for similar but healthier alternative products, making it easier than ever to switch to healthier food choices.





ChooseToLose@Work

Week 9: How are you getting on? Dealing with setbacks.

Aim:

The aim of week 9 is to support people to accept that set-backs are normal and lifestyle changes and habits don't come easy.

Essential topics to cover:

- Welcome participant back and congratulate them on hitting the half way mark.
- Ask participant how they felt the previous week went. Did they stick to their goal? If yes, congratulate them. If no, ask them to reflect if the goal was achievable or not and encourage them to consider tweaking it.
- Remind them to set a week 9 goal – encourage them to think about setting a goal which will involve a treat.
- Encourage participants to keep a food diary.
- Remind participants that forward planning is key to success and making small realistic changes is the key to losing weight in the long term.
- Remember, basic weight loss means less calories in and more calories out.
- Record participant's weight and reflect on any weight change.

Top Tips:

1. Get inspired online. Searching and saving healthy recipes can inspire you to eat good, healthy and delicious food. There are also lots of good food bloggers who can help to motivate or inspire you.
2. If you have had a bad week, then don't let it get you down. Remind yourself why you started on this journey and remember that your goal is the long term. Also remember that just by making some simple swaps, controlling portions and moving a little more will always help you to reach your weight loss goals.
3. What are some realistic goals to maintain in the long-term?
 - a. Cook with wholemeal pasta rather than white pasta when cooking at home.
 - b. Always make sure 2/3rd of your plate is filled with vegetables which are low in calories or eat your food from a smaller plate.



- c. Why not aim to drink a glass of water before every meal – this has been found to make people eat less calories during a meal.
4. Lapses or setbacks are very common and are to be expected, they are part of normal human behaviour. Individuals should develop strategies which will help them cope when they do slip up.
5. Planning is the key to preventing lapses. Thinking about what happened before the lapse occurred enables people to plan strategies to handle the situation differently next time.
6. Remember, setbacks are normal and will happen from time to time. It's feedback and not failure!

Leaflets and posters to display or handout

Some of the resources below are free to download via the links others can be ordered through NHS Forth Valley's [Health Improvement Resource Service \(HIRS\)](http://nhsforthvalley.com/health-services/health-promotion/resources-and-design/hirs-library/)
<http://nhsforthvalley.com/health-services/health-promotion/resources-and-design/hirs-library/>

Title	Available from where?
Choose To Lose Self Monitoring Worksheets	Download Self Monitoring Tools/Worksheets online www.nhsforthvalley.com/weight These can be photocopied blank and used weekly to record your weight progress, track your changes and keep you motivated. Worksheets include: Keep Motivated Checklist Choose To Lose Self Monitoring Workbooks can be ordered from HIRS NUT 01/L
NHS Choices Weight Loss Guide	Visit www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx Download Week 9 and 10
Food and Mood Factsheet	Visit British Dietetic Association https://www.bda.uk.com/foodfacts/home Scroll down and Choose 'Food and Mood'

Useful Websites

Choose To Lose... and keep weight off for good! www.nhsforthvalley.com/weight

- **Keep Going Webpage** – Top tips on how to stay motivated and maintain a healthy weight and lifestyle. <http://nhsforthvalley.com/health-services/health-promotion/nutrition/choose-to-lose/>

NHS Choices – Weight Loss Guide

www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx





ChooseToLose@Work

Week 10: Keep Going – Weight maintenance

Aim:

The aim of week 10 is to remind the group that this is the start of a journey and should not be seen as the end. The 10 goals made throughout the programme should be sustained into life.



Essential topics to cover:

- Welcome participant back and congratulate them on getting to the final week.
- Ask participant how they felt the previous week went. Did they stick to their goal? If yes, congratulate them. If no, ask them to reflect if the goal was achievable or not and encourage them to consider tweaking it.
- Week 10 is about reviewing the last 9 goals, do any of them need to be changed to ensure they are sustainable in the long term?
- Encourage participants to keep a food and activity diary.
- Remind participants that forward planning is key to success and making small realistic changes is the key to losing weight in the long term.
- Remember, basic weight loss means less calories in and more calories out.
- Record participant's weight and waist measurement and reflect on any weight change.
- Gather feedback and advise participants how the weigh-ins will continue. (We would recommend they continue to be held every week or even fortnightly if time is limited)
- Ask group members to complete the ChooseToLose@Work evaluation.

Top Tips:

1. Boredom, stress or being busy are often triggers for your diet to go downhill. Recognise comfort eating by keeping a diary and try compiling a list of things you could do instead of comfort eating:
 - a. Have a bath
 - b. Kick a football around at the park
 - c. Phone a friend
 - d. Surf the web (be inspired by good food)

- e. Clean out a cupboard
 - f. Have a nap – comfort eating can often happen when you're tired.
2. Wait 30 minutes before eating. Often you will realise it is an emotional trigger to eat rather than actual hunger.
 3. Continue to:
 - a. Self monitor, keep a diary, set and review your goals.
 - b. Keep a check on your portion sizes.
 - c. Stick to a regular meal plan and always include breakfast.
 - d. Reduce the amount of time you spend sitting around.
 4. Weight management is a lifelong commitment – the longer you stick to your new lifestyle the more normal it will feel.
 5. Still Struggling: What next?
 - a. Contact your GP or Practice Nurse for suggestions or for other weight management resources OR ask about Keep Well health assessments in your local area.

Leaflets and posters to display or handout

Some of the resources below are free to download via the links others can be ordered through NHS Forth Valley's [Health Improvement Resource Service \(HIRS\)](#)
<http://nhsforthvalley.com/health-services/health-promotion/resources-and-design/hirs-library/>

Title	Available from where?
Choose To Lose Self Monitoring Worksheets	Download Self Monitoring Tools/Worksheets online www.nhsforthvalley.com/weight These can be photocopied and used weekly to record your activity levels and set some personal activity goals. <ul style="list-style-type: none"> • My Smart Goal Sheet • Food and Activity Diary • Keep motivated checklist • Weight Tracker Choose To Lose Self Monitoring Workbooks can be ordered from HIRS NUT 01/L
NHS Choices Weight Loss Guide	Visit www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx Download Week 11 and 12

People who manage to keep weight off for longer than a year continue to self monitor their weight and lifestyle changes by:

- weighing themselves regularly
- keeping food and activity diaries
- reducing sedentary behaviour
- increasing physical activity
- eating regular lower calorie and lower fat meals

Encourage individuals to continue to use the Choose To Lose Self Monitoring Worksheets to record their progress.

Useful Websites

Choose to Lose – Keep Going www.nhsforthvalley.com/weight - Then click 'Keep Going'

NHS Choices –Lose Weight www.nhs.uk/Livewell/weight-loss-guide/Pages/weight-loss-guide.aspx

British Heart Foundation www.bhf.org.uk/health-at-work



Good Luck!