



# Essential

LIVING SKILLS

HEALTH AND WELLNESS



**K-STATE**  
Research and Extension

# Acknowledgments

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# EVALUATION

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**Evaluation instruments are included to measure progress toward the following objectives:**

- A. Participants' awareness of personal self-care and other healthful practices.
- B. Participants will increase their competencies in personal self-care and other healthful practices.
- C. Participants report improved comprehension regarding their personal self-care and other healthful practices.

Participants should return completed evaluations to their local extension agent or program facilitator.

# ESSENTIAL LIVING SKILLS: PRE-PARTICIPATION SURVEY

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— Instrument to be administered before classes —

## Measurable Objective C: Comprehension

**Instructions: Provide this evaluation to participants as a pre-participation survey to demonstrate the efficacy of the program in disseminating health and wellness information.**

County: \_\_\_\_\_

### Demographics

1. Gender:  Female  Male  Prefer not to respond  
 Self- Describe
2. My age:  1) Teen 14-19  2) Adult 20-40  3) Adult 41-60  
 4) Adult 61+
3. My Race: (Select all that apply)  
 White  
 Black  
 Asian  
 American Indian or Alaska Native  
 Native Hawaiian/ Other Pacific Islander
4. My ethnicity: Hispanic/Latino:  Yes  No
5. The number of children in my household is \_\_\_\_\_
6. The children's ages: \_\_\_\_\_
7. The total number of people living in my home is \_\_\_\_\_
8. My household income is  
 \$0 to 4,999  
 \$5,000 to 9,999  
 \$10,000 to 14,999  
 \$15,000 to 19,999  
 \$20,000 to 24,999  
 \$25,000 to 29,999  
 \$30,000 to 34,999  
 \$35,000 and above
9. My educational level is  
 Less than high school  
 High school or GED  
 Some post-high school training  
 Vocational school graduate  
 College graduate or higher

# PRE-PARTICIPATION SURVEY, CONTINUED

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## First Impressions and Self-Respect

*True/False — Please circle the best response*

1. True or False: First impressions can be defined as “the image first projected by you is what other people believe about you.
2. True or False: If you are viewed positively during your “first impression” (first 4 minutes) of meeting someone for the first time, then you will have an advantage.
3. True or False: Self-care does not include healthful habits and taking care of our emotional and physical needs.

## Self-Care and Healthful Practices

*Please circle the best answer for each question*

### Personal hygiene

4. Antiperspirants, Deodorants, and Astringents can be used to:
  - Wash our hair
  - Prevent wetness and odor
  - Clean our clothes
  - Brush our teeth
  - None of the above
5. What is the difference between deodorant and antiperspirant?
  - There is no difference
  - One costs more
  - Deodorant does not also prevent wetness
  - They are different brands

### Teeth

6. How often should you floss your teeth?
  - Two times a week
  - Once a week
  - Once a day
  - Two times a month
7. Bacteria and build up on the teeth can cause all of the following, except:
  - Bad breath
  - Tooth decay
  - Gum disease
  - Tartar
  - A protective layer for the teeth

# PRE-PARTICIPATION SURVEY, CONTINUED

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## Hands and nails

8. Which of the following is the most appropriate nail care for most professional and employment situations?

- Nail polish/acrylic nail art
- Nails longer than 1/8" to 1/4" longer than the tip of the finger
- Dirt beneath the finger nails
- Clean trimmed nails

9. What are some items to look for in nail health?

- Fungus/discoloration
- Chapped hands
- Hang nails
- All of the above

## Hair care

10. Which of the following does not determine how often you should wash your hair?

- Amount of oil produced
- Amount of dirt in the hair
- How dry the hair is
- How busy your schedule is

## Skin care

11. True/False: A healthful diet and getting enough sleep can improve the health of our skin.

12. Dermatologists recommend that everyone who spends time in the sun should wear a sunscreen. Sunscreens should have an SPF of at least:

- 15
- 30
- 50
- 75

## Posture

13. Which of the following is not a benefit of using proper posture:

- Well-aligned spine
- Optimal blood flow
- Feeling more energized
- Increased self-confidence
- Rounded shoulders

# PRE-PARTICIPATION SURVEY, CONTINUED

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## Challenging conditions of hair, scalp, and nails

14. True/False: Head lice can be treated by over-the-counter medications

15. How is head lice spread?

- Dogs, cats, other pets
- Close person-to-person contact
- Exercising too much
- Spending a lot of time outside

16. Some fungal diseases include: (select all that apply)

- Ringworm
- Nail fungus
- Dandruff

17. Which of the following is not a symptom of a nail fungus?

- Thinning of the nail
- Discoloration of the nail
- Crumbling of the nail
- Thickening of the nail



# ESSENTIAL LIVING SKILLS: POST-PARTICIPATION SURVEY

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## Measurable Objective C: Comprehension

**Instructions: Provide this evaluation to participants as a post-participation survey to demonstrate the efficacy of the program in disseminating health and wellness information.**

County: \_\_\_\_\_

### Demographics

1. Gender:  Female  Male  Prefer not to respond  
 Self- Describe
2. My age:  1) Teen 14-19  2) Adult 20-40  3) Adult 41-60  
 4) Adult 61+
3. My Race: (Select all that apply)  
 White  
 Black  
 Asian  
 American Indian or Alaska Native  
 Native Hawaiian/ Other Pacific Islander
4. My ethnicity: Hispanic/Latino:  Yes  No
5. The number of children in my household is \_\_\_\_\_
6. The children's ages: \_\_\_\_\_
7. The total number of people living in my home is \_\_\_\_\_
8. My household income is  
 \$0 to 4,999  
 \$5,000 to 9,999  
 \$10,000 to 14,999  
 \$15,000 to 19,999  
 \$20,000 to 24,999  
 \$25,000 to 29,999  
 \$30,000 to 34,999  
 \$35,000 and above
9. My educational level is  
 Less than high school  
 High school or GED  
 Some post-high school training  
 Vocational school graduate  
 College graduate or higher

# POST-PARTICIPATION SURVEY, CONTINUED

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## First Impressions and Self-Respect

*True/False — Please circle the best response*

1. True or False: First impressions can be defined as “the image first projected by you is what other people believe about you.
2. True or False: If you are viewed positively during your “first impression” (first 4 minutes) of meeting someone for the first time, then you will have an advantage.
3. True or False: Self-care does not include healthful habits and taking care of our emotional and physical needs.

## Self-Care and Healthful Practices

*Please circle the best answer for each question*

### Personal hygiene

4. Antiperspirants, Deodorants, and Astringents can be used to:
  - Wash our hair
  - Prevent wetness and odor
  - Clean our clothes
  - Brush our teeth
  - None of the above
5. What is the difference between deodorant and antiperspirant?
  - There is no difference
  - One costs more
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  - They are different brands

### Teeth

6. How often should you floss your teeth?
  - Two times a week
  - Once a week
  - Once a day
  - Two times a month
7. Bacteria and build up on the teeth can cause all of the following, except:
  - Bad breath
  - Tooth decay
  - Gum disease
  - Tartar
  - A protective layer for the teeth

# POST-PARTICIPATION SURVEY, CONTINUED

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## Hands and nails

8. Which of the following is the most appropriate nail care for most professional and employment situations?
- Nail polish/acrylic nail art
  - Nails longer than 1/8" to 1/4" longer than the tip of the finger
  - Dirt beneath the finger nails
  - Clean trimmed nails
9. What are some items to look for in nail health?
- Fungus/discoloration
  - Chapped hands
  - Hang nails
  - All of the above

## Hair care

10. Which of the following does not determine how often you should wash your hair?
- Amount of oil produced
  - Amount of dirt in the hair
  - How dry the hair is
  - How busy your schedule is

## Skin care

11. True/False: A healthful diet and getting enough sleep can improve the health of our skin.
12. Dermatologists recommend that everyone who spends time in the sun should wear a sunscreen. Sunscreens should have an SPF of at least:
- 15
  - 30
  - 50
  - 75

## Posture

13. Which of the following is not a benefit of using proper posture:
- Well-aligned spine
  - Optimal blood flow
  - Feeling more energized
  - Increased self-confidence
  - Rounded shoulders

# POST-PARTICIPATION SURVEY, CONTINUED

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## Challenging conditions of hair, scalp, and nails

14. True/False: Head lice can be treated by over-the-counter medications

15. How is head lice spread?

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- Ringworm
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17. Which of the following is not a symptom of a nail fungus?

- Thinning of the nail
- Discoloration of the nail
- Crumbling of the nail
- Thickening of the nail

## Free Response:

What is the most useful thing you learned in this program?

What is something you are going to improve or work on as a result of participating in this program?

# LEADER'S GUIDE

## PROGRAM DESCRIPTION

### GOAL

1. To practice optimal habits.
  2. To increase success in personal and work situations.
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### OBJECTIVE

At the conclusion of the lesson, participants will be able to:

- Understand the concept of “First Impressions.”
  - Describe essential hair and skin care.
  - Describe essential self-care and hygiene practices.
  - Understand beneficial posture in sitting and standing.
- 

### RELATED CONCEPTS

- Hair is composed of protein. Its health and appearance are affected by protein, vitamins, and minerals in the diet.
- Skin is a visible indicator of overall health and well-being, which is determined by nutritional intake.
- Eating nutritious food is necessary for healthy teeth and gums.
- The health, color, and texture of your nails are indicators of your general health and nutrition.

### MATERIALS NEEDED:

- Activity 1: Pencils and grooming quiz.
- Activity 2: Basket and paper
- Activity 3: Hardcover books
- Other materials: Deodorant and antiperspirant

# FIRST IMPRESSIONS AND SELF RESPECT

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Most employers believe that people who appear and behave as if they care about themselves are more likely to care about their jobs. Employers and others generalize about other parts of your life based on the way you are dressed and groomed. Some call this a “first impression.” In other words, the image first projected by you is what other people believe about you. For example, a job interview may be more successful if your “first impression” is that of self-confidence and work competence.

First impressions are often lasting ones. If you are viewed positively during the first 4 minutes of meeting someone for the first time, then you will have an advantage. This means that if your clothing and self-care give people a positive impression, then they will assume other positive things about you.

Unfortunately, if your first encounter with people gives them a negative impression, they will assume that you have other negative qualities.

**Q:** Have you ever gone shopping all dressed up, and then another time gone shopping in your scruffy clothes? Was there a difference in the way people treated you? (Most often the answer is yes.)

**A:** While this seems unfair or hurtful, it tends to be human nature. People’s reactions to you can vary depending on your appearance. However, we can take those reactions as forms of advice for what works best as we present ourselves to the public.

**Q:** What does this mean? [Encourage discussion.]

Do you have some personal ideas about your public image?  
Would it help you to feel better and more confident?

[Encourage discussion.]

**A:** Making a habit of being personally well-cared-for is an important part of a healthful lifestyle. It also helps you take advantage of your positive first impression.

## Self Respect

### Say:

The way we feel inside shows in our faces, in the way we move our bodies, and in the clothes we choose. If we respect ourselves, it will show in the way we dress; and if we respect ourselves, others will respect us as well.

We can set a realistic goal to begin to care for ourselves. Self-respect shows in the way we move, carry ourselves, and interact with other people.

What we carry in ourselves is what counts: our values, skills, personality, etc. However, some research shows that people with self-respect are perceived as more intelligent, more likable, and more believable than those with low self-worth/respect.

**Q:** Do you think this is true from your observations?  
[Encourage discussion.] Is this fair? [Encourage discussion.]

**A:** Whether or not we think this is fair, it happens. In order to be successful, we need to learn the process toward self-respect. Healthful self-care practices can be part of practicing self-respect and is an important skill that most can learn.

**Q:** What does “healthful self-care” mean? [Encourage discussion.]

**A:** Healthful self-care usually consists of being personally well-cared-for. Self-respect and healthful practices go hand in hand. Self-care includes healthful habits along with taking care of our emotional and physical needs.

Comments/Notes

## ACTIVITY 1: SELF-CARE QUIZ

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1. Pass out pencils. Have participants get out the Self-Care Checklist Fact Sheet.
2. **Say:** When I read each self-care habit aloud, place a check in the column under “Do you . . .” if this is something you do regularly. This chart will be your personal record; no one else will see it. By keeping an honest record of what you do each day, you will be able to see your progress. *[Read aloud each self-care habit, pausing after each one to allow time for participants to answer.]* If you answered “yes” to all the questions, your self-care habits are ideal.
3. This is a list of self-care tasks recommended for optimal health and well-being. During the next week, keep a chart. Write the days of the week at the top of the columns, then place a check beside each self-care practice when you do it.

Remember, healthful self-care doesn't just happen. It takes work every day — but the rewards are well worth the effort in terms of what it does for improved health, self-respect, and personal confidence.



## ACTIVITY 2: SELF-CARE TIPS

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1. Place an item representing each of the self-care guidelines below in a basket. Tell participants to pick one of the items. After everyone has selected an item, have him/her think of a self-care guideline associated with the item he/she chose and share it with the class.
2. Add to participants' suggestions from the information below.
3. Participants may select another item and suggest a grooming guideline associated with it until all the items have been discussed. Ask participants if they can think of additional self-care tips.

### SELF-CARE GUIDELINES:

- Bathe and use deodorant daily. (\*This is a common practice in the United States. We understand that this may not be practiced in all cultures.)
- Brush teeth at least twice daily. If you are prone to cavities, use an oral rinse with fluoride (for adults).
- If you choose to use colognes or perfume, be considerate of others and use sparingly.
- Be observant of workplace dress culture or codes.
- Check underwear for cleanliness.
- It is recommended that clothes be clean and free of stains.
- Fingernails should be appropriate for the workplace.
- Jewelry should be appropriate for the workplace.
- Tattoos may or may not be appropriate for the workplace. Ask your supervisor.
- Keep shoes clean and in good repair.
- If you choose to wear makeup, use it appropriately to the workplace or in social settings.
- If you choose to smoke, do that only in designated places.
- Shampoo your hair as often as needed. Select the shampoo type that best suits your hair-care needs.
- If you have dandruff, remember that dark clothes make it show more.
- It may help to plan your clothing needs the night before your workday or social obligations. This planning could help you eliminate any last-minute discoveries of soiled or damaged clothing that you had not noticed previously.

## FIRST IMPRESSIONS

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Most employers believe that people who look and act as if they care about themselves are more likely to care about their jobs. Employers and others generalize about other parts of your life based on the way you are dressed and groomed.

First impressions are often lasting ones. If you are viewed positively during the first 4 minutes of meeting someone for the first time, then you will have the benefit of positive first impressions. This means that if your clothing and self-care give people a positive impression about you, then they will assume other positive things about you as well. Unfortunately, if your first encounter with people gives them a negative impression of you, they will assume that you have other negative qualities.

Studies have shown that being confident, demonstrating self-respect, and employing other healthful practices will give you the edge, and your first impression will be positive when interacting with other people.

Have you ever gone shopping all dressed up and then another time gone shopping in your scruffy clothes? Was there a difference in the way people treated you? Whether or not you think this is fair, this is reality. People's reactions to you can vary depending on how you care for and carry yourself.

The way you feel inside, the way you move your body, and the clothes you choose are reflected in your face. If you respect yourself, it will show in the way you dress; and if you respect yourself, others will respect you as well.

A realistic goal you can set for yourself is to build your self-confidence by taking care of your health and well-being. What does that mean? Pay attention to your habits of eating, exercising, and self-care. This Essential Living Skills series can help you achieve that.

To be successful, we must learn the skills necessary to practice self-care and self-respect. Optimal self-care practices are important skills that anyone can learn.

Taking responsibility for your own health and well-being allows you to find successes in family, work, and social situations.

## ESSENTIAL HEALTHFUL PRACTICES

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### PERSONAL HYGIENE

Body odor is natural. Some things we do can make it very strong, such as not bathing. Stress and nervousness can increase body odor, too. Bathe and use a deodorant every day to help prevent odor. This is especially important when you know you will be under stress. Remember, body odor suppression is one of the cultural practices in the United States. It is understood that not all cultures observe this practice.

**Antiperspirant** helps prevent wetness and odor. If you have excessive wetness that makes you uncomfortable, an antiperspirant may be a choice for you.

If body odor persists, and deodorant and antiperspirant do not help after bathing and using soap, gently scrub underneath your arms with a wash cloth and soap. If odor is still a problem, try using an astringent to kill bacteria. Astringents are available in makeup sections of drug stores.

### YOUR TEETH

Every time you smile, your teeth become an important indication of your general health and well-being. Good dental care is essential for healthy teeth and gums. Ideal care includes brushing your teeth for 2 minutes, after every meal if possible, or at least twice a day for 5 minutes. Floss daily. When you are brushing your teeth, be sure to brush the inside of your mouth and your tongue. Bacteria that cause bad breath odor can grow there. Brushing and flossing will help prevent tooth decay and gum disease. If mouth odor is a problem, check with your dentist or family physician to eliminate other causes. (American Dental Hygienists Association)

Brushing and flossing remove plaque from the teeth. Plaque is a thin layer of film that forms on the teeth. Plaque contains bacteria that can cause tooth decay and gum disease. If plaque is left on the teeth, it can build up and become a hard, crusty substance called tartar. Tartar, when left on the teeth, must be removed by a dentist or dental hygienist. Seeing a dentist for a checkup twice a year, which is recommended, can be considerably less expensive than repairing teeth that have been neglected.

Some people keep a toothbrush and toothpaste at their workplace so they can brush and floss in the restroom after lunch. You will know if this practice is right for you.

To have strong, healthy teeth, eat foods high in calcium, such as milk and cheese. Eating apples and other raw, crisp vegetables and fruits will help clean your teeth.

## HANDS AND NAILS

Clean and healthy hands and nails can indicate your general health and well-being.

If you do work that causes your hands to get greasy or dirty, consider wearing plastic gloves. Use hand cream, lotion, or hand moisturizer in cold weather to prevent chapped hands.

If you work in a kitchen or other food service industry, clean hands are extremely important. You should have short, clean, unpolished nails. Be sure to check with your employer about a nail polish policy.

In your weekly hand/nail care routine, wash your hands, clean underneath and around the nails, and gently push back the cuticle. Clip away hangnails (the tiny, loose pieces of skin along the side of the nails). Check for fungus or discoloration in the nail beds and under any part of the nail that goes beyond the finger. Extra care should be used when wearing artificial nails. Treat your cuticles by rubbing skin oil or other skin softener on them before going to bed at night. This will keep them soft and help prevent drying and cracking.

For those who choose to wear longer nails, here is a guideline. If you hold your hands palm up, a range of  $\frac{1}{8}$  inch to  $\frac{1}{4}$  inch of visible nail tip is desirable in most professional settings. Most men wear their nails usually no longer than the ends of their fingers. People who work in food preparation must take extra care to have clean hands and short nails free of fungus and bacteria.

If you choose to wear nail polish, be mindful of its upkeep. Please note: Acrylic art may not be appropriate for the work place. Check with your supervisor.

# SELF-CARE AND HEALTHFUL PRACTICES

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## Deodorant

*Show deodorant and antiperspirant.*

**Q:** What is the difference between deodorant and antiperspirant?

**A:** **Deodorant** stops perspiration odor. Perspiration odor is natural.

Some things can make body odor very strong, such as not bathing. Stress and nervousness can increase body odor, too. Use a deodorant every day to help prevent odor. This is especially important when you know you will be under stress.

**Antiperspirant** helps prevent wetness and odor. If you have excessive wetness you may use an antiperspirant. Please note that most antiperspirants have aluminum as an ingredient. Please check to see if you have sensitivity to aluminum.

If body odor persists and deodorant and antiperspirant do not help, gently scrub underneath your arms with a wash cloth and soap. If odor is still a problem, try using an astringent to kill bacteria. Astringents are available in the makeup section of drug stores. Again, the use of deodorants and antiperspirants is common practice in the U.S., where it is considered “good manners” not to have body odor in a public setting.

## Your Teeth

### Say:

Every time you smile, your teeth become an important part of your appearance. Good dental care is essential for healthful living practices. Good care includes brushing your teeth for 2 minutes after every meal, if possible, or at least twice each day and flossing daily. When you are brushing your teeth, be sure to brush the inside of your mouth and also your tongue. Bacteria that causes tooth decay can grow there. Brushing and flossing will help prevent tooth decay and gum disease. If mouth odor persists, check for health concerns that may contribute to “bad breath.”

Brushing and flossing remove plaque from the teeth. Plaque is a thin layer of film that forms on the teeth. Plaque contains bacteria that can cause tooth decay and gum disease. If plaque is left on the teeth, it can build up and become a hard, crusty substance called tartar, which must be removed by a dentist or dental hygienist. Seeing a dentist for a checkup twice a year, which is recommended, can be considerably less expensive than repairing teeth that have been neglected.

Some people keep floss and a toothbrush and toothpaste at their workplaces so they can brush and floss in the restroom after lunch. This practice can help to keep teeth cavity-free.

### **How to brush your teeth:**

1. Place bristles along the gumline at a 45-degree angle. Bristles should contact both the tooth surface and the gumline.
2. Gently brush the outer tooth surfaces of 2 to 3 teeth using a vibrating back and forth rolling motion. A rolling motion is when the brush makes contact with the gumline and is moved downward toward the chewing surface. Move brush to the next group of two to three teeth and repeat.
3. Maintain a 45-degree angle with bristles contacting the tooth surface and gumline. Gently brush using back, forth, and rolling motions along all the inner tooth surfaces.
4. Tilt brush vertically behind the front teeth. Make several up and down strokes using the front half of the brush.
5. Place the brush against the biting surface of the teeth and use a gentle back and forth scrubbing motion. Brush the tongue from back to front to remove odor-producing bacteria.

*(American Dental Hygienists Association)*

To have strong, healthy teeth, eat foods high in calcium, such as milk and cheese. Eating apples and other raw, crisp vegetables and fruits will help clean your teeth. Plus, those foods are part of a healthful diet.

### **Hands and Nails**

#### **Say:**

If you do work that causes your hands to get greasy or dirty, consider wearing plastic gloves. Use hand cream, lotion, or hand moisturizer in cold weather to prevent chapped hands.

If you work in a kitchen or other food service industry, clean hands are extremely important. You should have short, clean, unpolished nails. Check with your employer about a nail polish policy.

Horizontal ridges across the nail are usually caused by rough treatment around the cuticle or nail bed. White spots are caused by air pockets forming in the nail as it grows. Both are harmless.

Wash your hands, clean underneath and around the nails, and gently push back the cuticle. Clip away hangnails (the tiny, loose pieces of skin along the side of the nails). Smooth the edges and shape the end of the nail with an emery board. Emery boards are pieces of thin cardboard covered with a grainy paper. When you file your nails with an emery board, move it in only one direction. Sawing back and forth can damage nails.

**Q:** How long should nails be?

**A:** For men, short is the usual practice in U.S. American society. For women: If you hold your hands palm up, a range of  $\frac{1}{8}$  inch to  $\frac{1}{4}$  inch of visible nail tip is desirable. Acrylic art may not be appropriate for the workplace. Please check workplace rules for nail art.

Treat your cuticles by rubbing skin oil or other skin softener on them before going to bed at night. This will keep them soft and help prevent drying and cracking.

## Hair Care

**Say:**

Your general health and the food you eat affect the growth and appearance of your hair. Hair is composed of proteins. Eating the right amount of protein, vitamins, and minerals helps keep your hair in optimal condition. The root is the living part of the hair. It receives its nourishment for growth from your blood, which delivers digested nutrients from the foods you eat.

**Q:** How fast does hair grow?

**A:** About  $\frac{1}{2}$  inch each month, or 6 to 7 inches each year.

**Q:** How long does a hair stay on your head?

**A:** A range of 2 to 6 years. Then it is pushed out and replaced by a new one.

**Q:** How many hairs do most people have on their heads?

**A:** The average head has from 90,000 to 140,000 hairs. Redheads have the least hair, and blonds have the most.

**Q:** Does trimming your hair help it grow faster?

**A:** No.

Essential hair care includes brushing, shampooing, and using hair conditioner or moisturizer as needed for manageability and dryness.

Brushing helps keep the scalp healthy by stimulating and relaxing it. As you brush, you remove dirt and dust that settles on your hair every day. Brushing also stimulates blood circulation to the scalp. Brushing the hair when it is wet can stretch and weaken it. Avoid using brushes with sharp or broken bristles, which can create split ends. The cuticle, or outside surface of hair, has overlapping scales that rough, jagged bristles can catch, causing the hair to split.

Keep your hair clean. Dirty hair carries bacteria, which affects the health of the scalp and the part of the face that touches the hair. The amount of oil the scalp produces is different for each person; therefore, requirements for keeping hair clean vary. Clean hair and skin are especially important to teens who may be prone to the production of excess oil.

Oily hair requires more frequent washing. Some hair becomes oily after only one day. Oily hair collects dirt quickly and can look lifeless or unhealthy. Extremely oily hair can develop an unpleasant odor and require daily shampooing.

Dry hair needs shampooing less frequently. If dry hair is not conditioned, it can become dull and lifeless. Dry hair breaks, splits easily, and has lots of static electricity when it is brushed. It may also need a moisturizer or leave-in conditioner applied after shampooing. Some dry hair may need to have products applied again between shampooing. Hair that is usually normal or oily can become dry when it is exposed to too much sun or chlorine.

The market offers a variety of hair-care products. Read the labels and find the best products for your hair. Always rinse several times to be sure all the shampoo has been removed. Shampoo left in the hair may attract more dirt and dust. The last rinse should be in cool water to close the pores in the scalp. Remember to wash combs and brushes. Oil builds up on them as they are used.

Dandruff is a flaking of the scalp. People with all types of hair can have dandruff. If you notice dandruff on the shoulder areas of your clothing, you can use a special dandruff-control shampoo.

The hair can show indications of the general health of a person. Exercise and a healthful diet can affect the health of the hair. Practice a good self-care routine, and it will show in your hair. Choose a style that complements the shape of your face and is easily maintained for best results.

## **Skin Care**

### **Say:**

Clean, healthy skin is the most healthful thing you can wear on your face, whether at home or at work. Our skin acts as an indicator of our overall health and well-being. When we don't get enough sleep or don't eat properly, it shows in our skin. Practicing optimal skin care contributes to our overall "best" health.

There are many facial care products on the market. The Food and Drug Administration regulates the cosmetics industry. This means that inexpensive brands of cosmetics have to meet the same standards of purity, quality, and truth-in-labeling as the expensive ones. Look for ingredients that work best for your skin type. It may take some practice, but skin care products do not have to be very expensive. Be sure to use broad-spectrum sunscreens to protect against both UVA and UVB sun rays. Use a sunscreen of at least 30 SPF (American Academy of Dermatology).



**Q:** What skin type do you have? Is it normal, oily, or dry?

**A:** Normal skin is balanced, and usually free of blemishes. It needs to be kept clean and protected with a light moisturizer, if possible.

Oily skin is characteristically shiny, with large, dilated pores. It is more prone to acne and blemishes than other skin types. Wash with a clean washcloth or face sponge. Make sure that the washcloth is clean because bacteria thrive on warm, wet cloths.

Dry skin is a problem for many women over age 30. Dry skin occurs when the skin loses moisture and natural oils. Simply adding oil to the surface of your skin will not plump out the dry skin cells. Coating the face with something greasy could clog the pores. A skin moisturizer is best.

Many people have a combination of skin types on their face. Some people have an “Oily T” meaning their foreheads, nose, and chins are oily while their cheeks and neck are normal or dry. When your face has oily areas and dry areas, you have to care for each area according to its degree of oiliness or dryness.

Your face should be cleaned twice a day: once in the morning before you apply any skin product, and again at night to remove skin product applied in the morning and the accumulation of dirt. No matter how tired you are, it is best to clean your face before you go to sleep for the night. Cleaning your face before bed guards against bacterial build-up, which can negatively affect your complexion and your health.

Most dermatologists recommend that you clean your face with soap and water and then apply a moisturizer. Some people who have dry skin prefer using a cleansing cream or other non-soap facial cleanser. The best time to use a moisturizer is right after a bath or shower. Be sure to put moisturizer on your lips and on the delicate skin around your eyes. Those areas don't contain oil glands. Cleansing and moisturizing creams may clean or protect the skin, but they won't stop the normal aging process.

Dermatologists also recommend that everyone who spends time in the sun may need sunscreen on his or her face and other exposed skin on the body. Most people are encouraged to use moisturizer as well.

## Posture

### Say:

When you make a habit of using proper posture, such as standing up straight with a well-aligned spine, every day, you will enjoy these benefits:

- You will feel better and more energized.
- Proper spine alignment contributes to optimal blood flow in your body.
- Your self-confidence will likely improve.
- Straight shoulders, not rounded, promote more energy, too.

Comments/Notes

## ACTIVITY 3: PRACTICING HEALTHFUL POSTURE

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1. Have participants take turns walking while balancing a book or other flat object on his or her head as a reminder to stand straight and tall.

### NOTICE:

When you make a habit of using proper posture, such as standing up straight with a well-aligned spine, every day, you will enjoy these benefits:

- You will feel better and more energized.
- Proper spine alignment contributes to optimal blood flow in your body.
- Your self-confidence will likely improve.
- Straight shoulders, not rounded, promote more energy, too.

### ADDITIONAL SUGGESTIONS:

- Invite a dermatologist to speak about healthful skin, hair, and nails self-care.
- Invite a dentist or hygienist to talk to the class about dental care.
- Invite an orthopedist or chiropractor to talk about bones and spinal alignment.

Grooming and Healthful Practices Leader's Guide, continued on next page

**{Note to Leader:** You may include the information about Challenging Conditions of Hair, Scalp, and Nails, which begins on the next page, in your presentations as you deem appropriate. You may also distribute the section as a handout.}

# CHALLENGING CONDITIONS OF HAIR, SCALP, AND NAILS

## Dandruff

Dandruff is a flaking of the scalp. People with all types of hair can have dandruff. If you notice dandruff on the shoulder areas of your clothing, you may want to use a dandruff-control shampoo.

## Head, Body, and Pubic Lice

In addition to the information below, you can find more at this link to K-State Research and Extension publication on *Pests That Affect Human Health*:

<http://www.bookstore.ksre.ksu.edu/pubs/MF2115.pdf>

## Head Lice *Pediculus humanus*

Source: Centers for Disease Control and Prevention, <http://www.cdc.gov/parasites/lice/>

Head lice are parasitic insects that can be found on people's heads. Human lice survive by feeding on human blood.

Head lice infestations (pediculosis) are spread most commonly by close person-to-person contact. Dogs, cats, and other pets do not play a role in the transmission of human lice. Lice move by crawling; they cannot hop or fly. Both over-the-counter and prescription medications are available for treatment of lice infestations.



Photo credit:

<https://sp.yimg.com/ib/th?id=OIP.M89422d4793f7ee8ecca49defab41f68eH0&pid=15.1&rs=1&c=1&qit=95&w=186&h=124>

## Risk Factors for Head Lice

In the United States, infestation with head lice (*Pediculus humanus capitis*) is most common among preschool- and elementary school-age children and their household members and caretakers. Head lice are not known to transmit disease; however, secondary bacterial infection of the skin resulting from scratching can occur with any lice infestation.

Getting head lice is not related to cleanliness of the person or his/her environment.

Head lice are mainly spread by direct contact with the hair of

the affected person. The most common way to get head lice is by head-to-head contact with a person who already has head lice. Such contact can be common among children during play at:

- School,
- Home, and
- Elsewhere (e.g., sports activities, playgrounds, camp, and slumber parties).

**Uncommonly, transmission may occur by:**

- Wearing clothing, such as hats, scarves, coats, sports uniforms, or hair ribbons worn by the affected person;
- using infested combs, brushes or towels; or
- lying on a bed, couch, pillow, carpet, or stuffed animal that has recently been in contact with the affected person.

Reliable data on how many people get head lice each year in the United States are not available; however, an estimated 6 million to 12 million infestations occur each year in the United States among children 3 to 11 years of age. Some studies suggest that girls get head lice more often than boys, probably due to more frequent head-to-head contact.

In the United States, infestation with head lice is much less common among African-Americans than among persons of other races. The head louse found most frequently in the United States may have claws that are better adapted for grasping the shape and width of some types of hair but not others.

**Body Lice (Clothes lice)** *Pediculus humanus corporis*

Adult body lice are 2.3 to 3.6 mm in length. Body lice live and lay eggs on clothing and only move to the skin to feed. Body lice are known to spread disease.

Body lice infestations (pediculosis) are spread most commonly by close person-to-person contact but are generally limited to persons who live under conditions of crowding and poor hygiene (for example, the homeless). Dogs, cats, and other pets do not play a role in the transmission of human lice.

Improved hygiene and access to regular changes of clean clothes is the only treatment needed for body lice infestations.

Adult body lice are 2.3 to 3.6 mm in length. Body lice live and lay eggs on clothing and only move to the skin to feed.



Body Lice Photo Credit:  
[https://en.wikipedia.org/wiki/Body\\_louse#/media/File:Body\\_lice.jpg](https://en.wikipedia.org/wiki/Body_louse#/media/File:Body_lice.jpg)

**Pubic lice (“crabs”) *Pthirus pubis***

Adult pubic lice are 1.1 to 1.8 mm in length. Pubic lice typically are found attached to hair in the pubic area but sometimes are found on coarse hair elsewhere on the body (for example, eyebrows, eyelashes, beard, mustache, chest, armpits, etc.).

Pubic lice infestations (pthiriasis) are usually spread through sexual contact. Dogs, cats, and other pets do not play a role in the transmission of human lice.

Both over-the-counter and prescription medications are available for treatment of pubic lice infestations.



Photo credit pubic lice:

[https://en.wikipedia.org/wiki/Crab\\_lice](https://en.wikipedia.org/wiki/Crab_lice)

**Risk Factors for Pubic Lice**

Pubic (“crab”) lice infestation is found worldwide and occurs in all races and ethnic groups and in all levels of society. Pubic lice usually are spread through sexual contact and are most common in adults. Occasionally pubic lice may be spread by close personal contact or contact with articles such as clothing, bed linens, and towels that have been used by an affected person. Pubic lice found on the head or eyelashes of children may be an indication of sexual exposure or abuse. Pubic lice do not transmit disease; however, secondary bacterial infection can occur from scratching of the skin.

**Fungal Diseases**

Reference: Centers for Disease Control and Prevention: <http://www.cdc.gov/fungal/index.html>

Fungal diseases can affect anyone. Learning about them can help you and your doctor recognize the symptoms of a fungal disease early and may help prevent serious complications.

Fungal diseases are often caused by fungi that are common in the environment. Most fungi are not dangerous, but some types can be harmful to health.

Mild fungal skin diseases can look like a rash and are very common. Fungal diseases in the lungs are often similar to other illnesses such as the flu or tuberculosis. Some fungal diseases such as fungal meningitis and bloodstream infections are less common than skin and lung infections but can be deadly.

## Ringworm

Ringworm is a common skin infection caused by a fungus. It's called "ringworm" because it can cause a circular rash (shaped like a ring) that is usually red and itchy. Anyone can get ringworm. The fungi that cause this infection can live on skin, surfaces, and on household items such as clothing, towels, and bedding.

Ringworm goes by many names. The medical terms are "tinea" or "dermatophytosis." Other names for ringworm are based on its location on the body — for example, ringworm on the feet is also called "athlete's foot."



Photo Credit:

<http://diseasespictures.com/wp-content/uploads/2012/01/Ringworm-6.jpg>

## Nail Fungus

Nail fungus is a common condition that begins as a white or yellow spot under the tip of your fingernail or toenail. As the fungal infection goes deeper, nail fungus may cause your nail to discolor, thicken, and crumble at the edge. It can affect several nails but usually not all of them.

If your condition is mild and not bothering you, you may not need treatment. If your nail fungus is painful and has caused thickened nails, self-care steps and medications may help. But even if treatment is successful, nail fungus often comes back.

Nail fungus is also called onychomycosis (on-ih-koh-my-KOH-sis) and tinea unguium. When fungus infects the areas between your toes and the skin of your feet, it's called athlete's foot (tinea pedis).

Reference: Mayo Clinic



## A SELF-CARE CHECKLIST

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- Having regular dental checkups and keeping teeth and gums clean contributes to overall good health.
- When was your most recent visit to the dentist? \_\_\_\_\_
- Brush teeth at least twice daily for the best oral health.
- Ask your dentist about proper teeth brushing methods.
- Use dental floss to clean thoroughly between teeth for healthy gums.
- In most cases, shower or bathe daily. You may bathe fewer times a week in cold weather.
- It is best to wash hair daily for oily scalp and as appropriate for dry scalp.
- Use soap and shampoo appropriate for your skin and hair type.
- Use dandruff shampoo, rinses, or conditioners if needed.
- Keep the nails of your hands and toes clean and trimmed.
- Keep your toes and heels free from callouses for healthy feet.
- Use an effective deodorant or antiperspirant daily. Check ingredients for sensitivities.
- Clean face thoroughly and apply toner, moisturizer, or sunscreen for healthy skin.
- Protect your skin and hair from sun damage. (You may want to use a hat or umbrella.)
- Keep hands away from facial blemishes to avoid the spread of infection.
- Keep hairbrushes clean to avoid the spread of bacteria and dirt.
- Daily clean underwear guards against personal bacterial or fungal build-up.
- Purchase clothes wisely to get as much wear as possible out of them.
- Wear shoes with good support, especially if you must stand for long periods of time.
- Sit, stand, and walk with straight and supported posture with feet pointed straight ahead.

Attending to our bodies with healthful practices contributes to improved feelings of self-confidence, and personal well-being. Personal cleanliness may guard against illness as well.

Portions of this material were adapted from "Grooming and Personal Appearance," University of Georgia, Cooperative Extension Service



## ESSENTIAL HAIR CARE

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Your general health and the food you eat affect the growth and appearance of your hair. Hair is composed of proteins. Eating the right amount of protein, vitamins, and minerals, helps keep your hair in good condition. The root is the living part of the hair. It receives nourishment for growth from your blood, which delivers digested nutrients from the foods you eat.

Hair grows at a rate of about  $\frac{1}{2}$  inch each month, or 6 to 7 inches each year. An individual hair stays on your head from 2 to 6 years. Old roots are then pushed out and replaced by new ones. The average head has from 90,000 to 140,000 hairs. Trimming your hair does not help it to grow faster.

Adequate hair care includes brushing, shampooing, and using hair conditioner or moisturizer as needed for manageability and to prevent dryness.

Brushing helps keep the scalp healthy by stimulating and relaxing it. As you brush, you remove dirt and dust that settles on your hair every day. Brushing also stimulates blood circulation to the scalp.

Keep your hair clean. The amount of oil the scalp produces is different for each person; therefore, requirements for keeping hair clean vary.

Oily hair requires more frequent washing. Some hair becomes oily after only one day. Oily hair collects dirt quickly, which can carry undesirable bacteria. Extremely oily hair may require daily shampooing to prevent an unpleasant odor.

Dry hair needs shampooing less frequently. Dry hair breaks and splits easily. It may need a moisturizer (conditioner). Hair that is usually normal or oily can become dry when it is exposed to too much sun or chlorine.

The market offers a variety of hair-care products. Read the labels and find the best products for your hair. Rinse well after shampooing and conditioning. The last rinse should be in cool water to close the pores in the scalp. Remember to wash combs and brushes, too. Oil builds up on them as they are used.

## ESSENTIAL SKIN CARE

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Clean, healthy skin is the most healthful thing you can wear on your face and body, whether at home or at work. Our skin is a visible indicator of our overall health and well-being. When we don't get enough sleep or don't eat properly, it shows in our skin. Our skin protects our inner organs from the elements, helps regulate our temperature, and it plays a role in immunity by keeping out harmful organisms. Skin transforms sunlight into vitamin D, too, so it makes sense to take very good care of the skin.

Keeping the face clean and free of dirt, bacteria, and old facial products guards against undesirable skin conditions and is the most important thing we can do for our skin.

What skin type do you have? Is it normal, oily, or dry?

Normal skin is well-balanced, and usually free of blemishes. It needs to be kept clean and protected with a light moisturizer and/or sunscreen, when possible or necessary.

Oily skin can be shiny, with large, dilated pores. It is more prone to acne and blemishes than other skin types. Wash with a clean washcloth or face sponge. Make sure that the washcloth is clean because bacteria thrive in warm, wet cloth or sponges.

Dry skin is a challenge for many women over the age of thirty. Dry skin occurs when the skin loses moisture and natural oils. Simply adding oil to the surface of skin will not plump out the dry skin cells. Coating the face with something greasy could clog the pores. A skin moisturizer is best. Read labels of varying moisturizers to find the best suited to your skin-type.

Many people have a combination of skin types on their face. Some people have an "oily T" meaning their foreheads, nose, and chins are oily while their cheeks and neck are normal or dry. When your face has oily areas and dry areas, you have to care for each area according to its degree of oiliness or dryness.

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Dermatologists also recommend that everyone who spends time outside — including all skin colors and skin types — should use a sunscreen of at least 30 SPF or higher (American Academy of Dermatology).

The AAD also recommends broad spectrum sunscreen to protect against both UVA and UVB sun rays. Many facial products may have sunscreen in them. Most people are encouraged to use moisturizer as well.





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