

Daily Food Diary

Date _____

Breakfast	# Servings	Est. Calories	% Daily Target	Comments
Grains				
Vegetables				
Fruits				
Dairy				
Protein				
Water				
Caffeinated Drinks				
Fruit juice				
Other...				

Lunch	# Servings	Est. Calories	% Daily Target	Comments
Grains				
Vegetables				
Fruits				
Dairy				
Protein				
Water				
Caffeinated Drinks				
Fruit juice				
Other...				

Dinner	# Servings	Est. Calories	% Daily Target	Comments
Grains				
Vegetables				
Fruits				
Dairy				
Protein				
Water				
Caffeinated Drinks				
Fruit juice				
Other...				

Snacks	# Servings	Est. Calories	% Daily Target	Comments

Water Intake: _____

EXERCISE: A Values Checklist

Below are some common values. (They are not ‘the right ones’; merely common ones.) Please read through the list and write a letter next to each value, based on how important it is to you: V = very important, Q = quite important, and N = not so important. Of course, some values will be more important in one area of life (e.g. parenting) than in another area (e.g. work) – so this is just to get a general sense of the values that tend to matter to you most.

1. Acceptance/self-acceptance: to be accepting of myself, others, life, etc.
2. Adventure: to be adventurous; to actively explore novel or stimulating experiences
3. Assertiveness: to respectfully stand up for my rights and request what I want
4. Authenticity: to be authentic, genuine, and real; to be true to myself
5. Caring/self-care: to be caring toward myself, others, the environment, etc.
6. Compassion/self-compassion: to act kindly toward myself and others in pain
7. Connection: to engage fully in whatever I’m doing and be fully present with others
8. Contribution and generosity: to contribute, give, help, assist, or share
9. Cooperation: to be cooperative and collaborative with others
10. Courage: to be courageous or brave; to persist in the face of fear, threat, or difficulty
11. Creativity: to be creative or innovative
12. Curiosity: to be curious, open-minded, and interested; to explore and discover
13. Encouragement: to encourage and reward behavior that I value in myself or others
14. Engagement: to engage fully in what I am doing
15. Fairness and justice: to be fair and just to myself or others
16. Fitness: to maintain or improve or look after my physical and mental health
17. Flexibility: to adjust and adapt readily to changing circumstances
18. Freedom and independence: to choose how I live and help others do likewise
19. Friendliness: to be friendly, companionable, or agreeable toward others
20. Forgiveness/self-forgiveness: to be forgiving toward myself or others
21. Fun and humor: to be fun loving; to seek, create, and engage in fun-filled activities
22. Gratitude: to be grateful for and appreciative of myself, others, and life
23. Honesty: to be honest, truthful, and sincere with myself and others
24. Industry: to be industrious, hardworking, and dedicated
25. Intimacy: to open up, reveal, and share myself, emotionally or physically
26. Kindness: to be kind, considerate, nurturing, or caring toward myself or others
27. Love: to act lovingly or affectionately toward myself or others
28. Mindfulness: to be open to, engaged in and curious about the present moment
29. Order: to be orderly and organized
30. Persistence and commitment: to continue resolutely, despite problems or difficulties.
31. Respect/self-respect: to treat myself and others with care and consideration
32. Responsibility: to be responsible and accountable for my actions
33. Safety and protection: to secure, protect, or ensure my own safety or that of others
34. Sensuality and pleasure: to create or enjoy pleasurable and sensual experiences
35. Sexuality: to explore or express my sexuality
36. Skillfulness: to continually practice and improve my skills and apply myself fully
37. Supportiveness: to be supportive, helpful and available to myself or others
38. Trust: to be trustworthy; to be loyal, faithful, sincere, and reliable
39. Other: _____
40. Other: _____

7				1			4	
	2				9		5	6
		4		6		2		
		8	6		1		2	
		7				1		
	9		3		8	6		
		5		2		4		
8	4		1				6	
	1			8				2

		8				7		
	4		9		5		8	
6				1				5
1								8
7								2
	5						9	
		4				1		
			2		8			
				5				

ACROSS

- 1) Anklebones
- 6) University in Texas
- 11) "This means ___!"
- 14) For all to hear
- 15) Truly love
- 16) Anger
- 17) They are see-through
- 19) "... heat, ___ gloom of night ..."
- 20) "Mode" preceder
- 21) Munched
- 22) Tall Australian bird
- 23) Becoming morning
- 27) Like some humor
- 29) ___-Wan Kenobi
- 30) Jewish homeland
- 32) Below-the-belt comment
- 33) Animal house
- 34) "Come in!"
- 36) Nosy thing to do?
- 39) Roams
- 41) Auctioneer's hammer
- 43) Voyaging on an ocean
- 44) Fire remnant
- 46) Andrea Bocelli, for one
- 48) Malone on "Cheers"
- 49) Coral strip
- 51) 100-meter event
- 52) Clairvoyance, e.g.
- 53) Breastbone
- 56) Some instrument pluckers
- 58) When doubled, a dance
- 59) Airport schedule abbr.
- 60) Chunk of lawn
- 61) Common tree
- 62) Achieve total victory
- 68) "___ moment, please"
- 69) End of a bridal path
- 70) Contents of some office cartridges
- 71) The "p" in mpg
- 72) Be educated
- 73) Prepare to be tested

DOWN

- 1) Glass shooter
- 2) Legendary Muhammad
- 3) "Anchorman: The Legend of ___ Burgundy"
- 4) Country in northeastern Africa
- 5) Put on a pedestal
- 6) Drink from a dish
- 7) Org. on toothpaste tubes
- 8) One-celled organism
- 9) Ridges on ranges
- 10) Caulks again, e.g.
- 11) Some juicy vats
- 12) Bouquet
- 13) Any "I Love Lucy," now
- 18) On the decline
- 23) Avoid artfully
- 24) Crosswise, on deck
- 25) Jacket worn on a blustery day
- 26) Intimated
- 28) Russian assembly
- 31) Decisive refusal
- 35) Kidney-related
- 37) Minimal amount
- 38) Reading lights
- 40) Nostradamus, purportedly
- 42) Plague item of biblical proportions
- 45) Subscriber's option
- 47) Sharp replies
- 50) Pointless, as an effort
- 53) Ice cream portion
- 54) Macbeth was one
- 55) Kind of ray
- 57) Far from a Mensa candidate
- 63) Steering device, on water
- 64) Jumbo coffeepot
- 65) Large African antelope
- 66) "___ be a fool not to!"
- 67) Attempt

A WIN-WIN-WIN-WIN SITUATION

By Timothy E. Parker

1	2	3	4	5	6	7	8	9	10	11	12	13
14					15					16		
17					18					19		
			20				21			22		
23	24	25				26		27		28		
29				30			31		32			
33				34				35		36		37 38
39			40		41			42		43		
44				45		46			47		48	
		49			50		51				52	
53	54					55		56		57		
58				59				60				
61				62			63 64			65	66	67
68				69					70			
71				72					73			

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1	T	2	A	3	R	4	S	5	I	6	L	7	A	8	M	9	A	10	R	11	W	12	A	13	R
14	A	15	L	16	O	17	U	18	D	19	A	20	D	21	O	22	R	23	E	24	I	25	R	26	E
27	W	28	I	29	N	30	D	31	O	32	W	33	P	34	A	35	N	36	E	37	S	38	N	39	O
40	A	41	L	42	A	43	A	44	T	45	E	46	E	47	M	48	U	49		50		51		52	
53	D	54	A	55	W	56	N	57	I	58	N	59	G	60	D	61	E	62	A	63	D	64	P	65	A
66	O	67	B	68	I	69	Z	70	I	71	O	72	N	73	S	74	L	75	U	76	R	77		78	
79	D	80	E	81	N	82	E	83	N	84	T	85	E	86	R	87	S	88	M	89	E	90	L	91	L
92	G	93	A	94	D	95	S	96	G	97	A	98	V	99	E	100	L	101	A	102	S	103	E	104	A
105	E	106	M	107	B	108	E	109	R	110	T	111	E	112	N	113	O	114	R	115	S	116	A	117	M
118	R	119	E	120	E	121	F	122	R	123	A	124	C	125	E	126	E	127	S	128	P	129		130	
131	S	132	T	133	E	134	R	135	N	136	U	137	M	138	L	139	U	140	T	141	I	142	S	143	T
144	C	145	H	146	A	147	E	148	T	149	A	150	S	151	O	152	D	153		154		155		156	
157	O	158	A	159	K	160	W	161	I	162	N	163	O	164	U	165	T	166	R	167	I	168	G	169	H
170	O	171	N	172	E	173	A	174	L	175	T	176	A	177	R	178	T	179	O	180	N	181	E	182	R
183	P	184	E	185	R	186	L	187	E	188	A	189	R	190	N	191	S	192	T	193	U	194	D	195	Y

Preserving Positive Moments

This is a lot like the affirmation jars many of us have utilized with clients who are fighting their negative self-commentary. Here, you will capture all things positive and write them down. You might opt for a traditional note-in-jar approach. You might keep a successes journal. I keep mine in one of my desk drawers. Get creative and find an approach to Preserving Positive Moments that fits you just right.

To do this helpful technique, all you need to do is allow yourself to be aware of any and all little successes you experience each day of your professional time. If you execute a particular technique smashingly well, jot a note about it. If you get a thank you note or word from someone, drop it in your jar or tape it in your book. When a manage to get the difficult inattentive spouse to join the family session, say nice things about your skills of persuasion. When you confront that abusive situation, give yourself a shout out for doing the hard thing. When you stand up and advocate for a group who needs your supportive voice, note your efforts. When you work out a conflict with your office mate, sing kudos to your bravery and diplomacy.

I tend to stay away from noting my clients' successes in my Positive Moments drawer, but some find that helpful as well. (If I claim their successes as partly mine, I find I also have to claim their lack of success which sometimes is not actually mine). I also occasionally make a note of how I have taken care of myself or attended to my important values well.

This is a never-ended process of filling the book, drawer, envelop, basket, jar.

When you feel stressed, tired, worn out, less-than-helpful, or otherwise taxed, pull out the drawer, box, etc and read as many positive moments as you need to regroup and remember that mostly you are doing a great job of this profession even if there are some slow-growers or clients that bail to early. Counteract the negativity that can sweep through staff and social circles as well as in our own commentaries by keeping track and reviewing what actually goes mostly very well.

Take a minute today, now, and write at least three things that can go in your jar such as:

1. I am open to learning and am good at taking in new ideas.
2. I attend conferences and collaborate with other professionals to promote the growth of the profession.
3. I am good at recognizing when I need to be kinder to myself.
4. I allow myself to have the kindnesses I need when I need them.
5. I was super good at my first Zoom conference in that I make it work and I learned new things.
- 6.
- 7.
- 8.

Whether we have intentionally pursued a personal spirituality or not, our beliefs have a profound impact on our lives. Consciously or subconsciously, it influences us in countless ways. Consider how it impacts our understanding of...

- **Ourselves.** Does my Higher Power (Allah, The Great Spirit, Universe, Energy, etc) care about me? Is He/She/It mad at me or pleased with me? If there is no Higher Power, who am I? And where did I originate?
- **Others.** Are all lives equal? If so, on what basis? What is my responsibility to care for others?
- **Minimalism.** If we have removed the pursuit of worldly possessions from our affections, with what will we replace it?
- **The world around us.** In what specific ways should we care about the world and the environment around us? Is our motivation in this regard more significant than survival of our species? And if so, how do we as humans responsibly interact with it?
- **Morality.** Is there a moral set of truth for the universe established from a higher power? Or is morality determined by each individual?
- **Evil.** What am I to understand about the evil and suffering in the world? Is it there for a reason? To what extent should I try to counteract it?
- **Money.** Does the universe give money/status to some and not others? Or is money/status earned by the individual? What should I do with it when I obtain it? Do I hold any responsibility to care for those with less?
- **Afterlife.** Is there life after death? Is death something to be feared or welcomed? And either way, how should I be preparing for it today?

No doubt, our understanding of spirituality carries great influence on our lives. For that reason, one of the most significant journeys we can ever embark upon is the exploration of it.

I understand fully this community is made up of readers from every imaginable religious/non-religious background. I am so very thankful for that reality. And I should be quick to mention this post is not an endorsement of any specific religion. Instead, my hope is only to prompt each of us to further consider the role of spirituality in our everyday lives. And cause us to joyfully embrace the journey rather than shy away from it.

Because of the important role it plays, you will never regret any time spent furthering your understanding of the Universe. Whether you have never tried, have tried but given up, or spend time everyday seeking one specific God, let me offer seven beginning steps that are central to our personal exploration of spirituality.

A Beginner's Guide to Exploring Spirituality

1. Respect those that have gone before. The quest to understand spirituality is as old as humanity itself. Billions have gone before and have spent countless hours seeking spirituality. Don't overlook their efforts. Consider their findings and their writings—even those outside the religion you have become accustomed to.

2. Your journey must be your own. You alone must be the decision-maker for your view of God. You should not blindly accept the teachings of another (even your closest mentor or parent). Your heart must ring true and your spirit must rejoice in your spirituality—or it is worthless.

3. Start right where you are. We all have special gifts of character: compassion, laughter, self-discipline, love, etc. Use them as your starting point. Are you facing a trial in life (disease, loss, rejection)? Use it as motivation to further pursue your understanding of spirituality. Lao-tzu once said, *"A journey of a thousand miles begins with a single step."* He was right in every regard. Start your journey with whatever first step makes the most sense to you.

4. Ask God for help. By this I mean, you have nothing to lose and everything to gain by making the request. If there is a God, He may answer your prayer. And if there is no God, the process of making the request will still work to help focus your senses and desire.

5. Practice, practice, practice. Like everything else in life, spiritual growth is mastered through practice. If you don't find your answers after your first few steps, take some more in a different direction. It will require time, effort, and energy. But given its influence on our lives, it is always worth the effort in the end.

6. Don't be afraid of unanswered questions. Although leaving questions unanswered may sound contrary to the goal of the pursuit, we should not be afraid of them. These unanswered questions will cause some to forever abandon the journey. And while our spirituality should make sense of our heart's deepest questions, it would seem unreasonable to believe our minds could successfully fathom all the mysteries of the universe.

7. Be wary of "everyone is right" thinking. If there is no God, there is no God. If there is a God, He is something specific. Personally, I am skeptical of the thinking that says God can change from one person to another—that philosophy crumbles under the weight of its own logic. God is who God is. And it's our responsibility to successfully find Him.

Again, I realize fully this journey is going to look different for every single one of us. Spirituality is a highly personal matter and will likely result in different outcomes. This is not a post that endorses any specific religion. It is simply a post of encouragement and a reminder this journey is important.

SMART-RRR Goals

SPECIFIC (Be absolutely clear in no wobbly terms what it is that you will do.)

MEASUREABLE (State how it is that anyone observing you can see that you either did or did not do what you said you would.)

ATTAINABLE (Make sure you have all the resources to be able to do what you say you are going to do—time, funds, tools, supplies, energy.)

RELEVANT (Be clear that your goal is in line with your values.)

TIME-STRUCTURED (State when you will begin, when you will do each step, how long you will do each step, when you will be done.)

REVIEW (Give yourself time to start the goal, then evaluate how you are doing with the goal...what is working and what needs to be altered for you to be successful.)

REVISE (Redesign the goal to be more SMART-RRR.)

REWARD (Design the goal to have small and meaningful pleasures, incentives, compensation as you go.)

Set a SMART-RRR Goal that Helps Curb Burnout!

I will _____

_____.

Is it specific? Be even more clear, more concrete, more exact?

Would someone observing you be able to tell that you did it? If not, adjust it to make that so.

Do you have all the resources you need to accomplish this goal? If not, make a new goal preceding this one that is about getting the resources you need!

Does this goal fit with your values? Do you value it enough to actually put the resources toward doing it?

When do you start? How long do you do it? When will you be all done with it? Set all possible time perimeters you can.

When will you check to see how you are coming along?

If it is not working out, revise the goal to work better!

What is the reward you will have as you do the goal as well as when you have completed it?