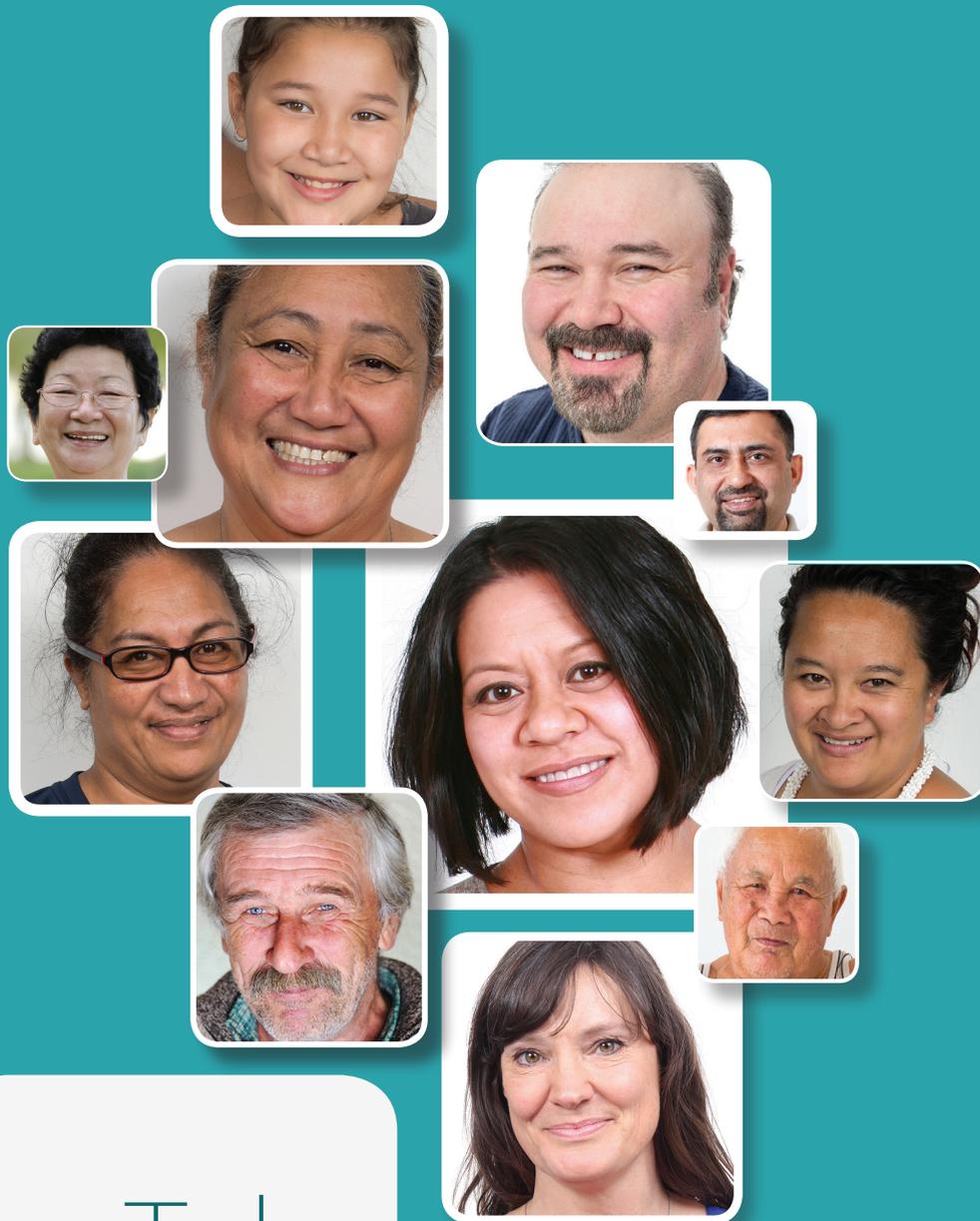


My Toolkit



Take
Charge

Your guide for living well with
ongoing health conditions

Name:

.....

NHI:

.....

GP:

My healthcare team

My healthcare team's contact details

GP: Phone:

Nurse:

GP clinic address:

After hours: Phone:

Pharmacy: Phone:

In an emergency:

Patient portal:

My support team (including family/whānau, specialist, nurse specialist, physio etc):

| Name: | Role: | I can visit/ call/ text/ use social media: |
|-------|-------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

HELPLINES There is always someone who can help, day or night.
Healthline 0800 611 116 for free advice from trained registered nurses.
Depression Helpline 0800 111 757 for a trained counsellor.
Phone or text 1737 to talk with someone now if you are worried about suicide.
Anxiety Line 0800 ANXIETY (2694 389) for a trained therapist.

Take charge

‘Taking Charge’ means having a plan to:

- ▶ Learn about your health condition(s)
- ▶ Build a good support team of family, friends and healthcare professionals
- ▶ Monitor and manage day to day symptoms
- ▶ Manage treatments
- ▶ Make healthier choices about what you eat and do
- ▶ Manage stress

This booklet has been designed to take you through a step-by-step process to build your plan and have all of your important health information in one place.

Talk to your doctor or nurse and ask them to help you fill in some of the sections. You can also complete some of this on your own or with family and friends.

This booklet is in three sections:

Section 1 **My Plan**

Guidelines and goal setting techniques.

Section 2 **Learn More**

Information, tools, and links to more resources.

Section 3 **Keeping Track**

Useful forms that you can use to track your progress.

Getting more out of life

Often health problems can slowly change your lifestyle and stop you from doing some of the things that are important to you.

Many people have found that little changes in their day-to-day routine can have good results that allow them to get more out of life.

If there is anything in this booklet that you don't understand, talk to your healthcare team!

Here are the steps that we'll take you through in this booklet:



Section 1

Making a Plan

About me

My health conditions, things that are important to me and things that are stopping me from doing what I want to do.

Creating a goal

Deciding what to do and making a simple action plan.

Who will help me and staying on track

Building a support team, keeping track of progress and medications.

Taking action when you start to feel unwell

What to do when you feel unwell and how to avoid getting worse.



About me

This plan is so everyone involved in my health knows:

- About my health condition(s)
- What is important to me and my goals
- The main decisions that my healthcare team and I have made

My name:

I like to be known as: I like to be spoken to in:

The people/family/whānau I want to include in any decisions about my health are:

.....
.....
.....

About me: (such as what I do, any disabilities, my hobbies and interests)

.....
.....
.....
.....

My health conditions and ongoing issues:

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

Any allergies and medical alerts:

.....
.....

| | | | |
|-----------------------------|------------------------------|--|-------------------------------------|
| I have a Patient Portal | <input type="checkbox"/> Yes | <input type="checkbox"/> No, but I want to know more | <input type="checkbox"/> Not for me |
| I have an Advance Care Plan | <input type="checkbox"/> Yes | <input type="checkbox"/> No, but I want to know more | <input type="checkbox"/> Not for me |
| I have an Advance Directive | <input type="checkbox"/> Yes | <input type="checkbox"/> No, but I want to know more | <input type="checkbox"/> Not for me |

 For more information about patient portals and advance care plans see **page 36 and page 37**.

My medicines



Are you having any problems with your medicines?

- ▶ If you live with an ongoing condition you often have to take several medicines. If you have any questions or concern about these, make sure you ask.
- ▶ Keep a medicines list and when anything is changed, make sure all your healthcare team know.

So that your healthcare team know everything you are taking, take all your medicines into your next appointment with your doctor, nurse or pharmacist. Remember to take any puffers, eyedrops, vitamins, supplements, herbal products or rongoā.

- ▶ **Write down everything you are taking on the medication list on page 6 or ask your doctor or nurse to print a list and attach it there.**

Do you have any concerns about your medicines? Write them here:

.....

How important do you feel it is to take your medicines?

.....

Most people forget to take their medicines from time to time. How often do you forget?

Never Sometimes Often Every day

List any medicines you no longer take or choose not to take sometimes. (what and why)

.....

.....

.....

Do you buy any other medicines? (including herbal, supplements or others) Yes No

Which ones?

.....

.....

Write any other questions or comments here:

.....

.....



For easy to understand information about each of your medicines, **visit www.hn.org.nz**

For tips to help you remember to take your medicines, go to page 27.

What's important to me?

Let's identify what is important to you

- ▶ This helps you keep motivated to keep well.
- ▶ Don't let health issues stop you from doing the things that are important to you.

Here are some things that other people have said are important to them:

finishing the course I'm studying

visiting my son and family overseas

getting back to work

taking grandchildren fishing

helping out at church

looking after my dog and staying in my own home

▶ Write down what is most important to you:

ME

What's stopping me?

Lots of things can make it harder to do what is important to you

► Look at each problem below and circle the number that's the closest fit for you:

| | Not a problem | | | | | Big problem | | | | |
|---|---------------|---|---|---|---|-------------|----|--|--|--|
| Smoking | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Stress, and worry | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Feeling low, sad, down | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Shortness of breath | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Being tired, no energy | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Sleep problems | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Pain | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Family issues | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Understanding my health condition(s) | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Being able to relax | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Being overweight | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Money issues | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Being active | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Getting out and doing things that I enjoy | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Sexual problems | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Healthy eating | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Work | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Taking medicines | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Knowing what to do when I get sick | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Drinking too much alcohol | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |
| Stressful relationships | 😊 | 1 | 2 | 3 | 4 | 5 | ☹️ | | | |

► *Is there anything else you would like to add?*

Show this
to your
healthcare
team!

What could I do?

Think of some things you are struggling with

- ▶ Choose two or three issues you'd like to start with.
- ▶ What can you do to make things better?

1. One problem I struggle with is

What could I do about this:

When can I start doing this?

2: What else do I want to work on?

What could I do about this:

When can I start doing this?

3: What else do I want to work on?

What could I do about this:

When can I start doing this?



Show this
to your
healthcare
team!



Need more help with problem solving? See page 20.

Learn more at: www.hn.org.nz – Search for **problem solving**.

Making changes

Are you ready to make a change?

- ▶ When you have one or more health conditions you may have to make a few changes.
- ▶ Changes can be hard, especially at the beginning.

Talk things over with your family/whānau and your healthcare team. They may be able to help you focus on what is most important to you and what will make a positive change in your life.

Ask yourself, am I ready to make a change? *Try this exercise.*

What will be good about making these changes?

.....

.....

.....

What worries me about making these changes?

.....

.....

.....

What is good about staying the same?

.....

.....

.....

What worries me about staying the same?

.....

.....

.....

Show this
to your
healthcare
team!



Need more help with problem solving? See page 20.

Learn more at: www.hn.org.nz – Search for **problem solving**.

My goals

Setting a goal and making a plan

► Setting goals can help you improve your health and wellbeing.

What others have said:

I didn't know where to start, but after talking it through with a friend, it really helped me focus on what's important to me.



When I was told that I had diabetes I knew that I had to make changes. I tried changing everything at first and just felt exhausted. The nurse suggested setting a goal and making an action plan – It worked!

I always thought that I had no will power. I started with a very easy action plan and gradually built up. Now I walk every day without feeling pain.



At first I thought that I needed to change lots of things. Starting with just one thing like swapping sugary drinks for sugar free ones helped. Once I had changed one thing, I went onto the next!

I've tried making changes (like doing more exercise) in the past and failed. Goal setting really helped me make a plan and stick to it.



► Here's an example of setting a goal and making a plan.

Annie has high cholesterol and has just been told that she is at risk of developing diabetes. Her mother and sister both have diabetes and are on insulin and **Annie does not want this to happen to her.** She lives with her husband, and their eldest daughter is getting married in 6 months time. Annie works in an office and catches the bus to work even though it's not very far away. She enjoys gardening and used to go dancing. She knows that if she loses weight, she will reduce the risk of developing diabetes.

Annie's action plan:

What's important to you?

I enjoy gardening and used to go dancing. I would like to be more active and to get out more and do the things I enjoy. I do not want to develop diabetes.

What's stopping you from doing this?

Being overweight and not feeling fit enough to do the things that I enjoy.

Your goal

I want to lose 5 kilos before my daughter's wedding in 6 months.

How will this help?

Short term: Looking good and feeling great at our daughter's wedding.

Long term: Making changes can help prevent diabetes.

How could you achieve your goal?

- I need to get fit enough to do the things I enjoy.
- I can make changes to what and how much I eat.
- I could start gardening again.
- I would like to start dancing again and walk more.

My action plan to get fit

What will I do: I will walk to work on Tuesday and Thursday. If it's raining, walk the next day.

How much or how often will I do this:

WEEK 1: I will get off the bus 2 stops early and walk the rest of the way.

WEEK 2: I will get off the bus 4 stops early and walk the rest.

WEEK 3: I will get off the bus halfway and walk the rest.

WEEK 4: I will walk all the way twice a week.

When will I do this: I will leave the house at 8am to give me time to walk, twice a week on Tuesdays and Thursdays.

Who will help: I need to talk to my husband about having an earlier breakfast on those days.

How confident am I that I can do this: On a scale of 1-10; about 7.

Other things I could do:

- I will talk to my husband about what we eat at home and decide what changes we could make.
- I will talk to my friend who goes dancing about joining their club.
- I will talk to my husband about gardening and growing vegetables again.
- **Things to ask my healthcare team about:** Ask the nurse to arrange a blood test before my next appointment. That way I'll be able to discuss the results when we meet.



My Plan

My goal and action plan

▶ **My goal:** One thing I am going to work on:

Why do I want to do this?

How will this help?

What could I do to achieve this: Make a list, *choose one thing you could do.*

.....
.....
.....

▶ **My Action Plan:** What will I do:

How much or how often will I do this:

When will I do this:

Who can help me:

How confident am I that I can do this: ☹️ 1 2 3 4 5 6 7 8 9 10 😊

Other things I will do to help and ask my healthcare team about:

Things I am not ready to do yet:

Show this
to your
healthcare
team!

Who can help me?

Identify your support team

- ▶ You are the most important person when it comes to looking after your health.
- ▶ It helps to have support from friends, whānau, your healthcare team and others who can help you look after your health.

There are also lots of services and people in your local community who can help.

- Ask your healthcare team
- Look through your local paper
- Ask at your local community centre about what is happening in your area.

▶ Write down your family, whānau or friends who could help you:

| | |
|-------|-------|
| Who: | How: |
| | |
| Who: | How: |
| | |
| Who: | How: |
| | |
| Who: | How: |
| | |

▶ Write down your healthcare team members who could help you:

| | |
|-------|-------|
| Who: | How: |
| | |
| Who: | How: |
| | |
| Who: | How: |
| | |
| Who: | How: |
| | |

▶ Write down your local services or community groups that could help you:

| | |
|-------|-------|
| Who: | How: |
| | |
| Who: | How: |
| | |
| Who: | How: |
| | |

Add key people and organisations to the inside cover page

Show this
to your
healthcare
team!

Am I on track?

Each week, check you are on track

- ▶ Tick what you have completed.
- ▶ If something is stopping you ask someone on your support team to help you.

Here is what others have said:

Writing my action plan down helped a lot. I said that I was going to walk for 30 minutes, 3 times a week. Keeping a record kept me on track.



I wanted to make changes to what I eat. I kept a food diary and it helped me decide on changes that I could do.



I take a lot of medicines. Last time I went into hospital, some of them were changed. I just didn't feel my old self after returning home. Keeping a record of when I felt tired or unwell really helped. I was able to work out a new way of taking my medicines with my pharmacist and my doctor.

Follow up and track your progress

Keeping simple records of your test results, measurements and progress towards your goal can help keep you on track.

Go to Section 3 'Keeping on Track' for forms and diary suggestions, including:

- My test results and progress sheet
- My weekly activity diary
- My food diary
- My check-ups

▶ *If you are not on track go to Problem Solving on page page 20.*



There are a number of online apps and tools that you can also use to help keep track of your progress.

Learn more at: www.hn.org.nz – Search for **App Library**.

What to do when unwell

My early warning signs plan — what I need to do

▶ Also known as an acute plan or emergency plan

FEELING GREAT

How do I know?

.....

.....

What can I do when I'm feeling great?

.....

.....

STARTING TO FEEL UNWELL

How do I know?

.....

.....

What can I do to feel better?

.....

.....

GETTING WORSE

How do I know?

.....

.....

What can I do?

.....

.....

EMERGENCY

How do I know it's an emergency?

.....

.....

What should I do?

.....

.....



Learn more at: www.hn.org.nz – Search for **action plans**. In emergencies, dial **111**

Section 2

Learn More

This section will help you put your **My Plan** into action.

This section has tools and resources that have helped many people living with one or more ongoing health conditions.

It covers:

- Making changes and learning how to problem solve.
- Understanding your medicines.
- Relaxation techniques and other ways of dealing with stress and low mood.
- Healthy lifestyle changes, managing pain and getting enough sleep.
- Talking with friends, family/whanau and your healthcare team about your health and treatments.
- Getting back on track when things go wrong.

REMEMBER: If you are not sure about something or want to know more ASK a member of your healthcare team. You can use the back page of this booklet to write down any questions that you have.



Learn more at: www.hn.org.nz

Read the recommended book: *Living a Healthy Life with Chronic Conditions*, by Kate Lorig, Halsted Holman, David Sobel and Diana Laurent, Bull Publishing, 2012.

Problem solving

A step-by-step process

- ▶ Sometimes problems can stop you completing your action plans and achieving your goal.
- ▶ It can be hard to deal with problems on your own.

Here is a step-by-step problem solving process you can go through with a friend or family member. This will give you some ideas about how to solve the problems that are holding you back.

Here are the steps:



| 1 Identify and define the problem | | | What is the problem? How would you explain it? |
|---|--|--|--|
| I know I need to stop smoking but I'm not sure if I can do it. | | | |
| 2 List ideas and possible solutions | | | How could you fix the problem? (whānau or friends could help you with this). |
| 1. Call Quitline 2. Go to a Quitline meeting 3. Call friends and whanau when I want a smoke | | | |
| 3 Rate each idea | | | What are the good things about each idea? What are the things that could stop you putting your idea into action? |
| Idea | Pros/For | Cons/Against | |
| 1 | Best advice. | I might be nervous about talking to new people. | |
| 2 | Knowing I have support and being able to relate to others will be comforting and help me to believe in myself. | I could get overwhelmed and have trouble speaking in front of the group. | |
| 3 | I can tailor the action plan to suit myself. Friends and whanau can help me if I need it. | Maybe I should make my action plan with help from Quitline instead. They know more than I do about stopping smoking. | |
| 4 Choose one idea | | | What is the best idea? (whānau or friends could help you with this). |
| Call Quitline | | | What do you need to do to fix the problem? |
| 5 Put into action | | | Did your idea work? What went well? What didn't? How could you learn from this? What can you try next? |
| Call my sister and mother and ask if they can support me next Saturday when I call Quitline. | | | |
| 6 Review | | | |
| Phone call went well. Quitline staff offered me lots of handy tools and arranged a one on one meeting with my doctor to help me quit smoking. | | | |

My problem solving process

1 Identify and define the problem

2 List ideas and possible solutions

3 Rate each idea

| Idea | Pros/For | Cons/Against |
|------|----------|--------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

4 Choose one idea

5 Put into action

6 Review

Show this to your healthcare team!

Pain

Living well with pain

- ▶ Many people with ongoing health conditions have pain or feel uncomfortable.
- ▶ Pain that lasts longer than 3 months is called chronic pain. If you experience chronic pain, you are not alone and there are many things you can do that help.

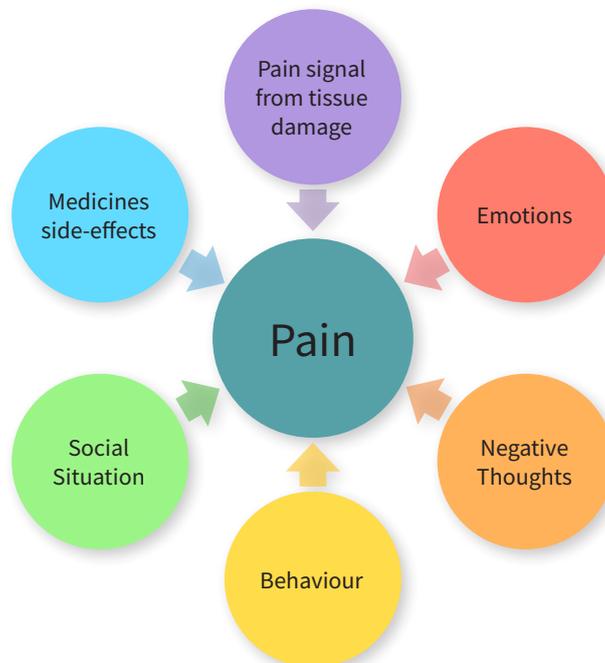
All of us are familiar with the experience of pain. Pain can be acute (lasting for hours or days to weeks) or chronic (lasting 3 months, or more). It's important to recognise which type of pain you have, as well as understand what can be done to help.

Acute pain is usually specific to one area of the body, and disappears once the damage repairs.

Chronic or persistent pain is the pain that is ongoing. You live with and experience this type of pain daily and it lasts for three months or more. It can range from mild to severe, be constant, or come and go. Chronic pain occurs when nerves become over-sensitive and send warning message to the brain even when there is no injury, or after the original injury causing pain has healed.

Living with chronic pain can be hard work but the good news is that there are a number of things you can do to retrain your brain and help you feel better.

Things that can make pain worse or better



Retrain your brain – make a plan and find a new normal

Negative thoughts, emotions, unhelpful behaviours and social situation, all impact on your experience of pain and your ability to live well. There are lots of things you can do to improve your pain. This toolkit will give you some ideas and tools that will help.

Tips for managing chronic pain

Ideas others have found useful:

1. Eat well and get enough sleep.
2. Change the way you think about pain.
3. Stay active and pace yourself.
4. Distract yourself and practise being mindful.
5. Reduce stress by learning to relax.
6. Try massage therapy.
7. Use medication for acute pain and flareups.
8. Develop your support network.
9. Attend a pain self-management programme.
10. Seek counselling.

About medicines

While medications are a useful option for treating short-term (acute pain), they are not very effective in treating chronic pain. When used long-term, they can have more side effects. However, there are some medications that can be used alongside physiotherapy, exercise, diet, relaxation and different ways of thinking and responding to pain.



Learn more at: www.hn.org.nz/painmedicines/ – Or search by **medicine name**.



More support options

Ask your doctor or nurse about a referral to:

- Your local pain service, a pain specialist or pain programme.
- Counselling — this can be especially helpful if your pain arose from a trauma e.g. a car accident OR you have other stresses or mental health issues.
- Review the pain toolkit at hn.org.nz – search for **pain toolkit**
- You could also phone: Healthline 0800 611 116

For a wide range of resources, visit www.hn.org.nz/pain

For further information you could read the book: *Living a Healthy Life with Chronic Pain*, by Sandra LeFort, Lisa Webster, Kate Lorig, et al, Bull Publishing, 2015.

Pace yourself

The secret to success is to start small and build up gradually

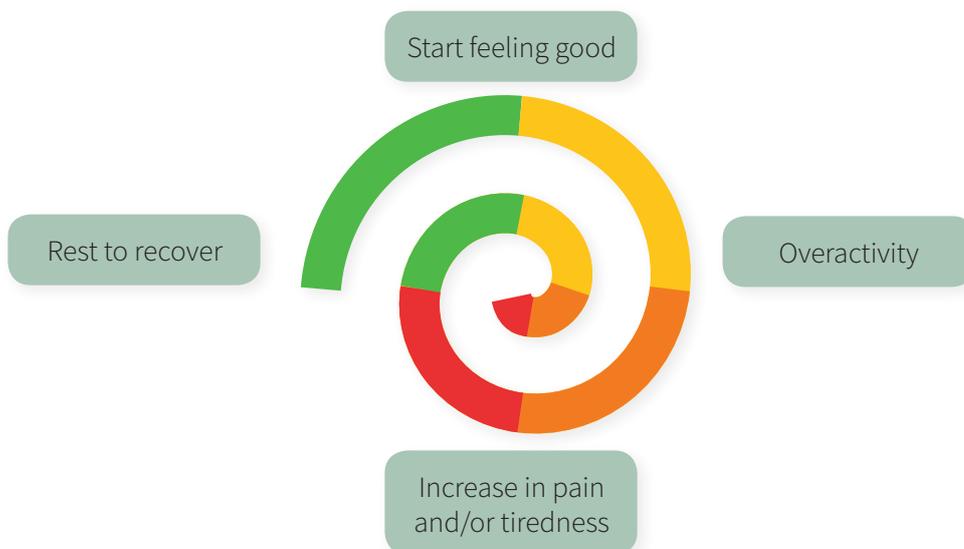
- ▶ Sometimes, doing too much too quickly, stops us from achieving our long term goal
- ▶ Be prepared and think ahead, things can get in the way

Pacing is planning your day and week to spread your tasks evenly and avoid too much in one day.

There is something called the ‘**over-activity rest trap**’ that people often fall into. This is when you have a good day so you do a lot more work than usual. For the next couple of days, you have less energy or are exhausted and have to rest. Resting too long undoes all the benefit of the activity and you become less fit than you were before. Then, when you try again, you may feel weaker, more breathless and think your condition is getting worse but really you are just less fit.

The key thing is to pace yourself and slowly increase your activity level everyday. See how Annie did it in her plan in page 13.

Over-activity rest trap diagram



Make a ‘what if’ or ‘rain day’ plan

When you make your plan, you might be confident that the plan will work. It is often not a smooth road ahead. Try to think of some of the things that will get in the way and have some ideas about how you will get around the problem. Write these things down and include them in your plan.

Your Plan



Reality



Medicines

What you need to know about your medicines

► You need to know the answers to these questions for each medicine you take

Why am I taking it?

Are there any medicines that I shouldn't stop taking suddenly?

Are there any side effects?

How does it work?

Can I increase or reduce the number of tablets I take without talking to you first?

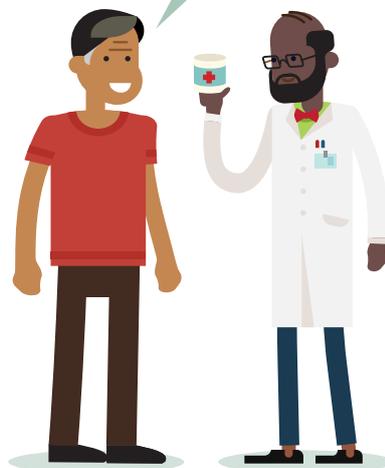
Are there any serious side effects that I need to tell you about straight away?

How long do I have to take it for?

Is there a maximum number of tablets I can take a day?
What if I'm using more?

How do I take it?
With meals? Morning?
Evening?

What is this?



Is there anything I shouldn't eat or drink with it?

What should I do if I forget to take a dose?

How necessary is it for me to take?

What if I have concerns about taking my medicines?

Medicines – your thoughts

Thoughts, feelings and beliefs about medicines

- ▶ People can have lots of different thoughts and beliefs about medicines.
- ▶ People might give you different information about the medicines you take.
- ▶ Or you might read something negative about them.

It is normal to have thoughts and anxieties about this. Here are some thoughts others have had.

Fill out the empty boxes with any thoughts you have.

My friends told me I will become dependent on this medicine.



Empty box for writing thoughts.

I worry that my medicines do more harm than good.



Empty box for writing thoughts.

I've read that this medicine has long-term side effects.



Empty box for writing thoughts.

If I am on so many medicines I must be really sick.

I've not been given enough information

I read things on the internet that worry me

Taking these medicines now could mean they won't work for me in the future.

Empty box for writing thoughts.

Show this to your healthcare team!

Tips about medicines

Remembering to take your medicines safely



► Tips to help you take your medicine safely:

- Take your medicine **as prescribed or recommended by your doctor as written on the label.**
- Make sure that you don't forget to get your prescription filled.
- Learn about your medicines and keep a list of them with you or on your phone.
- Never give your medicine to anyone else.
- Tell your doctor or nurse about any herbal and natural health products you take.
- Keep medicines safe and out of reach of children.
- Return unused medicines to the pharmacy.

**Not sure?
Talk to your
healthcare
team!**

If you find it hard to remember to take your medicines or you are in some way unhappy about the medicines you are taking, talk to your doctor or pharmacist about suggestions for improving this.

► Tips to help you remember to take your medicines

- Ask your pharmacist about blister packs (*there is a charge for blister packs*).
- Use a pill box.
- Develop a routine for taking your medicines. For example, first thing in the morning or with breakfast.
- Set an alarm to remind you that medicines need to be taken at a particular time each day.
- Use an app on your phone such as: **MyMedSchedule**, **MyMeds** and **RxmindMe** or read app reviews at [hn.org.nz/applibrary](https://www.hn.org.nz/applibrary).

Emotional wellbeing

Talking about your feelings

- ▶ Communication is very important for keeping families close and well-connected.
- ▶ Many couples and families go through life without talking much about their feelings or what's really worrying them.



Everyone needs to talk honestly about what they're feeling.

Having honest conversations could reduce stress, make you feel closer to family and friends, and that you have support.

Whatever your reason – it's always good to talk and share ideas.



What would you like to talk about?

- ▶ Think of a problem or issue you'd like to discuss

Have a look at this example:

Who do you want to talk to? *My sister Rita.*

What do you want to talk about? *Talk about why I have been so grumpy.*

.....

.....

▶ **Try it. What works for you?**

Who do you want to talk to?

What do you want to talk about?

.....

.....

Who do you want to talk to?

What do you want to talk about?

.....

.....

Who do you want to talk to?

What do you want to talk about?

.....

.....

Feeling good

Five ways to wellbeing

- ▶ Doing these five things can make you feel better about yourself, both physically and mentally

Connect

Me whakawhanaunga

Spend time with people in your life who make you feel good. Are they friends, family, colleagues, or neighbours? These connections can support you and enrich your life.

Take Notice

Me ako tonu

Be aware of the world around you and see the beauty in everyday and unusual things – reflecting on them helps you appreciate what matters to you.

Give

Tukua

Do something for a friend or a stranger and see yourself and your happiness as linked to the wider community.

Connect

Take Notice

Give

Be Active

Learn

Be Active

Me kori tonu

Physical activity helps in so many ways so find something that you enjoy and suits your ability.

Learn

Me ako tonu

Try something new or rediscover an old interest, or take on a new responsibility or challenge – learning makes you more confident and can be fun.

- ▶ Use the weekly activity diary on “Activity” on page 41 to plan how you will build the five ways to wellbeing into your day.



Learn more at: www.hn.org.nz – Search for **wellbeing** or **mental health**.

Sleep

Tips to improve your sleep

- ▶ Without a good night's sleep, it can be hard to function properly. Poor sleep can make you feel tired and grumpy. The good news is there are things you can do to improve your sleep by making a few changes to your daily routine and habits.

Here are some simple tips to help you sleep better at night:

Set your body clock

- Go to bed and get up at the same time each day, including weekends.
- Keep your daytime routine the same, even if you've had a poor night's sleep.
- Get out in bright light as soon as you wake up – light regulates your biological clock.



Wind down at bedtime

- Relax before going to bed; try reading, having a bath or listening to music.
- Make your bedroom dark, cool and quiet and ensure that your bed is comfortable.
- Don't go to bed hungry. Drinking a warm glass of milk before bed may be helpful.
- Avoid heavy meals within two hours of bedtime as this can interrupt sleep.

Keep your evenings stimulant-free

- Don't drink caffeine-containing drinks within six hours of going to bed.
- Avoid smoking and drinking alcohol two hours before going to bed.
- Avoid using your computer, mobile phone and other electronic devices for at least 30 minutes before going to bed.

Go to bed when you're tired

- If you go to bed at the same time each night, you should start to feel sleepy at bedtime.
- If you're awake after 20 minutes, get up and do something relaxing in another room.
- If you have things on your mind, write them down. Keep a pen and paper by your bed.

Be active in the day

- Regular daytime exercise improves sleep.
- Avoid strenuous exercise within 3 hours of going to bed.



i If you want to make some changes and think that some of these tips would help you get a better night's sleep then go to page "Sleep tips tracker" on page 44 and use the sleep tips tracker to help keep a record of the things you are doing.

Common sleeping problems are insomnia and obstructive sleep apnoea.

If you think your poor sleep is due to a sleep disorder, see your doctor for advice. There are treatments available.

Learn more at: www.hn.org.nz/health-living/sleep/

Relaxation

Relaxation is good for your health

- ▶ Being able to relax is vital for good health
- ▶ Life can get busy and we don't notice how tense or stressed we have become

Are you relaxed? *Check now*



1 SHOULDERS
Are they up round your ears or relaxed?
Push them up and then let them fall down relaxed.

2 FOREHEAD
Is it creased and frowning?
Or smooth and relaxed?
Push your eyebrows up then let them fall into a relaxed position.

3 JAWS
Are your teeth clenched?
Let them come apart without opening your mouth.
Feel your jaw muscle.
Is it hard or relaxed?
Let it go.

4 TONGUE
Is it up against your front top teeth?
Let it lie on the floor of your mouth.

5 HANDS
Are they clenched like fists ready for a fight or floppy and relaxed?

6 BREATHING
Is it from your chest and rapid, or from your stomach and slow with full out breaths?

7 TOES
Are they curled up tight or relaxed?

Ways to relax

Some people relax by going for a walk or doing some gardening. Others relax by reading a book, listening to music, watching a movie or talking to friends.

What do you do to relax?

.....

.....

.....



i Learn more: www.calm.auckland.ac.nz

Breathing

Deep breathing

- ▶ Deep breathing, or breathing into your stomach, can make you feel better and help you to relax.
- ▶ This is also called diaphragmatic breathing.

Deep breathing technique



1

Lie on your back on a flat surface or in bed, with your knees bent and your head on a pillow.

You can also put a pillow under your knees to support your legs.

Place one hand on your upper chest and the other just below your rib cage. This will allow you to feel your diaphragm move as you breathe.

2

Breathe in slowly through your nose so that your stomach moves out against your hand.

The hand on your chest should remain as still as possible.

3

Tighten your stomach muscles, letting them fall inward as you breathe out, through lips like you are going to whistle.

The hand on your upper chest must stay as still as possible.

At first, practise this exercise 5–10 minutes, about 3–4 times per day. Gradually increase the amount of time you spend doing this exercise, and perhaps even increase the effort of the exercise by placing a book on your abdomen.

You may notice an increased effort will be needed to use the diaphragm correctly. At first, you'll probably get tired while doing this exercise but keep at it, because with continued practice, diaphragmatic breathing will become easy and automatic.



Learn more at: <https://mindfulaotearoa.nz>

Healthy eating

Nourishing your body

- ▶ Healthy eating is about eating different foods that give you more energy, help you feel great and help you get to your goals. Sometimes your medicines or your health condition(s) means you can't have certain foods or drinks. Ask your doctor or nurse for information about this.

Healthy eating tips

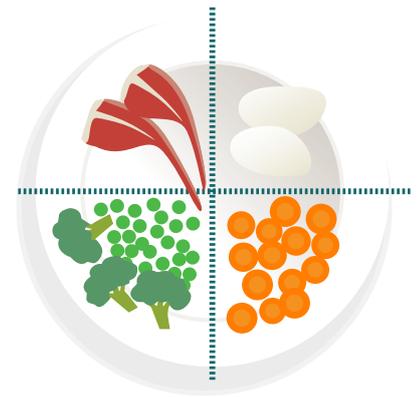
Choose and/or prepare foods:

- with unsaturated fats instead of saturated fats
- that are low in salt (sodium); use herbs or spices instead
- with little or no added sugar
- that are mostly 'whole' or less processed.

For a healthy evening meal, picture your plate divided into four:

- one serving of protein (eg. meat, egg, legumes, fish, tofu)
- one serving pasta/rice/potato and
- two servings of non-starchy vegetables/greens.

Tip: food that will cover your palm is usually one serving



Most of us eat more than we actually need:

- reducing your portion size is a good way to start
- slow down, take your time and notice what you eat
- it takes 30 minutes for your stomach to tell your brain that you are full
- avoid emotional eating.

Water is best – cut back on sugary drinks and alcohol.



For more tips, recipes, resources and apps go to www.hn.org.nz – **Search for healthy eating or nutrition apps.**

Use the **'Food diary'** on page 42 to help you understand how much you are eating and identify what changes you could make.

Use the **'My Plan'** sheet on page 14 to help you make gradual changes to what you eat and drink. Remember it really helps to have the support of those around you when you are making changes. Involve your whole family or the people you live with – they will benefit from healthy eating too.

**Not sure?
Talk to your
healthcare
team!**

Being active

Moving your body

- ▶ Being physically active is one of the most important things you can do for your health – no matter how old you are or what health condition(s) you have.

Being active makes your heart, lungs, and bones stronger and helps with weight, blood pressure and your blood sugar. Being active helps you feel better and gives you more energy.

Check with your doctor or nurse. They can advise about how much activity you should be aiming to do and what are the best type of activities for you.

When setting a goal around being more active, it is helpful to know how much activity is good for our health. The minimum physical activity recommendations for adults in New Zealand are:

- Do at least 2 ½ hours of moderate or 1 ¼ hours of vigorous physical activity spread throughout the week.
- Do muscle strengthening activities on at least 2 days each week.

Sit less, move more! Break up long periods of sitting.

Examples of moderate activity include:

- Walking fast, lane swimming, riding a bike, light gardening and pushing a lawn mower, sports such as doubles tennis, housework such as vacuuming, washing the car

Examples of vigorous activity include:

- Walking uphill or tramping, jogging or running, swimming fast, riding a bike fast or on hills, sport such as singles tennis or rugby, skipping rope, martial arts, heavy gardening such as digging

Examples of activities that strengthen muscles:

- Lifting weights, working with resistance bands, doing exercises that use your own body weight such as push-ups and sit-ups, heavy gardening, yoga, Pilates

We are all different so remember to start slowly and build up the amount you do over time.

Ask your doctor or nurse if a Green Prescription would be a good idea. This is a community-based programme run by community organisations to help people get active again.

Use the weekly activity diary on page “Activity” on page 41 to add activity into your day.

Use the goal setting and action planning sections on page “My Plan” on page 14 to gradually build up the amount of activity.



i Learn more at: www.hn.org.nz – Search for **green prescription** and **physical activity**.

Patient portals

Accessing your health information online

- ▶ Patient portals are secure online sites provided by GP clinics where patients can access their health information 24/7.

Not all GP clinics will offer all the services listed above. Clinics can choose which services to offer when they introduce a patient portal. Find out from your GP clinic what services they offer through the patient portal.

Patient portals can allow patients to:

- Request repeat prescriptions
- Book appointments
- Receive reminders and recalls from the GP team
- Send and receive secure messages to and from their doctor or nurse
- See their lab results
- See their clinical notes
- See their current diagnosis
- See a list of their medical conditions
- See a list of medications they are on
- See their immunisation and vaccination history



To sign up for a patient portal:

- First talk to your doctor, nurse or receptionist to see if your clinic is offering the service.
- If it is, they will then get you set up with a secure username and password. Once you have supplied your email address to your GP clinic, you will be sent an email inviting you to register for a patient portal and choose a password.
- After signing up, you'll have access to a range of different tools that you can use to manage your health. Depending on what your clinic has included, you could do anything from checking medical records to getting prescription repeats.
- As your patient portal is an extension of your GP clinic's current services, you can trust that it is secure, your information will remain totally confidential and your portal is protected by your own unique password.
- When you're finished using your portal, simply log out of your account.



Ask your doctor or nurse, or visit: www.hn.org.nz – Search for **patient portal**.

Advance care planning

Being prepared

- ▶ An advance care plan (ACP) is a document that outlines the medical treatment/s you would like if at some stage in the future you are unable to speak for yourself.

Advance care planning is for everyone. Some of us want to plan for the worst case scenario, eg, a sudden health crisis, some of us choose to plan because we have a life-threatening illness or long-term condition and some of us choose not to plan at all.

Start the conversation by talking/korero with your family and whānau about what you would like to happen if you are very unwell and not able to speak for yourself. When you are ready, an ACP should be completed after speaking with whānau/family members and with a healthcare worker you trust. This means that those close to you are aware of your wishes and know where the ACP can be found.

It's important to remember that any one of us, young or old, can find ourselves in a situation where we are unable to speak for ourselves. Up to half of us are likely to find ourselves in such a position due to an accident, heart attack, stroke or other sudden event.

To avoid the pain and distress of family having to guess what you would want, take the time to talk about it now and plan ahead.

An advance care plan allows you to record:

- What's important to you and who you want involved in decisions about your treatment and care
- How much treatment you want and when you want it to stop if you become very sick
- Where you would like to be cared for



Ask your doctor and nurse about anything you'd like to know more about such as advance directives (living wills) and Enduring Power of Attorney.

You can also find lots of common questions and answers on the Advance Care Planning website: www.advancareplanning.org.nz or visit: www.hn.org.nz/acp

Section 3

Keeping on track

Keeping a record of what you do, what you eat and your test results can help you to keep on track. It's easy to go back to old habits and knowing how to get back on track will help you reach your goal.

My weekly activity diary

You can use this page to plan your week and record your activity towards your goal.

My food diary

Use this diary to record everything that you eat and drink. This can help you work out what you can change if you want to eat more healthily. Most people find that they only need to do this for two or three days.

My sleep tracker

Use this to help track progress with improving your sleep.

My check ups

This helps you to keep a record of all your regular checks and appointments. If you notice that some visits are close together ask if they can be combined into one visit.

My test results and progress

Use this to record your blood test results and measures such as blood pressure, weight, peak flow, warfarin, uric acid, cholesterol, etc. This helps keep you on track. It's also good to look back and see how much progress you have made.

Staying on track

Breaking old habits and keeping new ones

- ▶ It's easy to go back to old habits.
- ▶ Remember, be prepared, make a plan, and get back on track as soon as possible.



Sometimes people make a mistake such as eating unhealthy food or not being active for a week. They think that what they have done means they will never achieve their goal.

If this happens to you think of it as going off track for a short time, not permanently. This might happen again. Just get back on track and keep working on your action plan so you can achieve your goal.

- ▶ *If you are not on track, go to Problem Solving on page 20.*

Why did I go off track?

To keep track of what I am doing

Sometimes writing down what happened and knowing how you got off track can prevent you from doing the same thing again. *Try it.*

Did something happen that caused you to go off track?

.....
.....

Why do you think this happened?

.....
.....

What did you do, or could you do to get back on track?

.....
.....

Where did you go, or can you go for help?

.....
.....

What would you do next time if it happened again?

.....
.....

- ▶ **Keep your notes, so you can show your healthcare provider or friends and whānau if you need.**

Take this
to your next
doctor's
check up!

My weekly activity diary

| To keep track of what I am doing | | | | | | | |
|--|--------|---------|-----------|----------|--------|----------|--------|
| Activity | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Keeping well Healthy eating Being active Managing symptoms Rest and sleep | | | | | | | |
| Getting things done Work Chores Study Relationship | | | | | | | |
| Building my support team Friends Family Whānau Work Healthcare team | | | | | | | |
| Enjoyment Fun Pleasure | | | | | | | |

My food diary

| To keep track of my eating | | | | | |
|----------------------------|-------------------------|--------|----------------------------|--|--|
| Meal | Type of food and drinks | Amount | How did I prepare/cook it? | | |
| Breakfast | | | | | |
| Morning Snack | | | | | |
| Lunch | | | | | |
| Afternoon Snack | | | | | |
| Dinner | | | | | |
| Evening Snack | | | | | |
| Breakfast | | | | | |
| Morning Snack | | | | | |
| Lunch | | | | | |
| Afternoon Snack | | | | | |
| Dinner | | | | | |
| Evening Snack | | | | | |

To keep track of my eating

| Meal | Type of food and drinks | Amount | How did I prepare/cook it? |
|-----------------|-------------------------|--------|----------------------------|
| Day 3 | | | |
| Breakfast | | | |
| Morning Snack | | | |
| Lunch | | | |
| Afternoon Snack | | | |
| Dinner | | | |
| Evening Snack | | | |
| Day 4 | | | |
| Breakfast | | | |
| Morning Snack | | | |
| Lunch | | | |
| Afternoon Snack | | | |
| Dinner | | | |
| Evening Snack | | | |

Sleep tips tracker

To help you get a better night's sleep

| Activity | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|--------|---------|-----------|----------|--------|----------|--------|
| No caffeine within 6 hours of going to bed | | | | | | | |
| No alcohol within 2 hours of going to bed | | | | | | | |
| No smoking within 2 hours of going to bed | | | | | | | |
| No heavy meals within 2 hours of going to bed | | | | | | | |
| Didn't go to bed hungry | | | | | | | |
| No physical exercise within 3 hours of going to bed | | | | | | | |
| Set a bedtime routine and went to bed on time | | | | | | | |
| Set a bedtime routine and woke up on time | | | | | | | |
| Didn't have a sleep/nap during the day | | | | | | | |
| Got out of bed when awake for more than 20 minutes | | | | | | | |
| Relaxed before bedtime | | | | | | | |
| Wrote down things on my mind and took pen and paper to bed | | | | | | | |
| No computer, mobile phones or other electronic device 30 minutes before going to bed | | | | | | | |
| Did some exercise during the day | | | | | | | |
| Rate 1..... 10 how good was your sleep | | | | | | | |

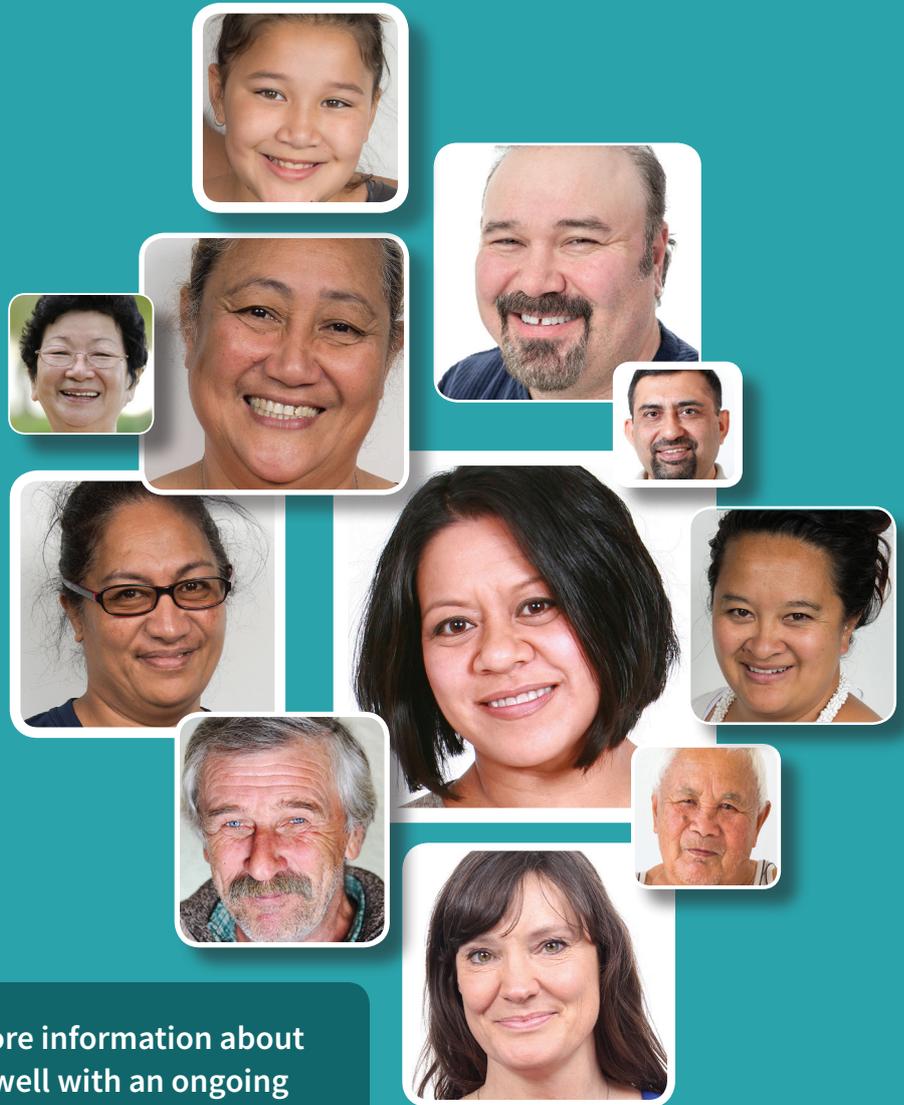
Having difficulty sleeping? There are lots of things you can do to help get a better night's sleep. Use this form to record the changes you are making – remember the more changes you make, the more likely you are to get a good night's sleep.

My check-ups

To keep track of my regular checks and appointments

| Visit | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| GP Visit | | | | | | | | | | | | | |
| Nurse Visit | | | | | | | | | | | | | |
| Specialist Visit | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Dietitian | | | | | | | | | | | | | |
| Eye Check | | | | | | | | | | | | | |
| Feet Check | | | | | | | | | | | | | |
| Dentist | | | | | | | | | | | | | |

 Use the blank rows for other visits. For more copies, visit www.hn.org.nz/takecharge



For more information about living well with an ongoing health condition(s), visit the Health Navigator website: www.hn.org.nz

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