PAENTERPRISE

DeskDemon's Magazine for Executive PAs, Office Managers and Secretaries **July 2017** How to feel more awake at work Top ten buzzwords we love to hate Burned out - or need a new job? Are you hiding money from your other half? Eat your way to perfect legs this **summer**

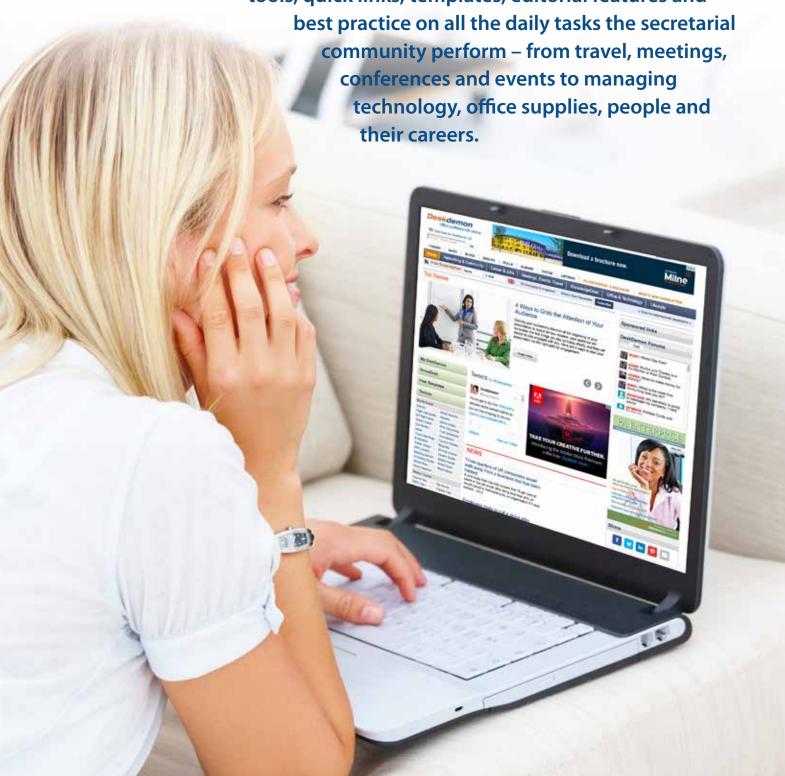
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PA Enterprise is sent to DeskDemon UK e-newsletter, audited by ABCe (5th/6th July 2007) with a net distribution of 70,581 email addresses.



PA ENTERPRISE MAGAZINE

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Six ways to feel more awake at work

Lack of sleep has a greater impact on productivity than smoking, drinking and overeating, according to new research



We've all been there: one too many drinks on a weeknight, or too many late nights on the weekend can leave you feeling groggy at work. Research shows that too many late nights could have a serious effect on the health and productivity of employees.

The cost to businesses can be even higher, with employees working slower and taking less care.

In the short term, lower productivity, irritable employees and missed workdays can make day to day business difficult. The long term

consequences of sleep deprivation are much more serious and lead to memory loss, high blood pressure, stroke, obesity, depression and many other ailments.

Lack of sleep has a greater impact upon productivity than smoking, drinking and overeating, according to SleepyPeople.com. Less than five hours of sleep a night can have the same effect on the brain as being drunk.

But there are simple ways to combat tiredness at work:

The average UK worker loses six days of productivity to sleep deprivation.

1. Stand up

Standing up increases blood flow through the body, which helps to improve concentration. Standing desks are becoming more popular in the UK but they should not be the preserve of those with bad backs.

2. Work in natural light

Researchers for a 2012 Swiss study found natural light exposure boosts productivity and that workers whose offices had windows received more natural sunlight sleep longer, obtained better quality sleep and had a superior quality of life.

3. Nap

Napping might seem like a treat reserved for students and Sunday afternoons. But some companies, like Google and Hubspot, have installed nap spaces. A nap of 10 to 30 minutes is thought to provide a much-needed boost part way through a busy day and that concentration, alertness and productivity are all noticeably improved afterwards.

4. Take breaks

It's well know that employees ought to take lunch breaks away from their desk to improve productivity. A long day in front of the computer can also be bad for workers' eyesight and backs and result in sleep loss at night.

5. Limit caffeine

Most of us reach for coffee when we are feeling tired. But caffeine can leave people feeling even more exhausted after its effects wear off. Water or herbal teas can have a much longer lasting effect.

6. Reduce stress

Reducing or avoiding stress can have a big impact on how well you sleep at night, though this isn't always the easiest one to put in practice. Some 43% of adults report that stress has caused them to lie awake at night in the past month and the common causes of this are workplace pressures and financial worries.

Hazel Sheffield independent.co.uk

DID YOU KNOW?



It should take around 10-15 minutes to fall asleep. If you fall asleep quicker than this you are likely sleep-deprived.



Unusual behaviour or sleep disorders are called parasomnias and can range from appearing to be awake while actually still asleep and walking or speaking, to night terrors and sleep paralysis.



Some people experience a phenomenon called exploding head syndrome. People suffering from it hear a loud bang as they drift off to sleep. While frightening, it's painless and completely harmless.

Those who grew up before the invention of colour television and media are more likely to dream in black and white, and the number of people who dream in colour is thought to have increased since.



Not getting enough sleep can have the same effect as drinking alcohol, meaning you will perform worse and it could be dangerous to get behind the wheel of a car!



www.sleepypeople.com

Autonomy in the workplace has positive effects on well-being and job satisfaction

Employees with higher levels of autonomy in their work reported positive effects on their overall well-being and higher levels of job satisfaction, new research into workplace culture has found.

New research into workplace culture has found that employees with higher levels of autonomy in their work reported positive effects on their overall well-being and higher levels of job satisfaction.

Researchers at the University of Birmingham, Business School examined changes in reported well-being relative to levels of autonomy using two separate years of data for 20,000 employees from the Understanding Society survey.

The research, published in the journal Work and Occupations, found that levels of autonomy differed considerably between occupations and by gender.

Those working in management reported the highest levels of autonomy in their work, with 90% reporting 'some' or 'a lot' of autonomy in the workplace.

Professionals report much less autonomy, particularly over the pace of work and over their working hours. For other employees, 40-50% of those surveyed experienced much lower

autonomy while around half of lower skilled employees experience no autonomy over working hours at all.

Dr Daniel Wheatley, University of Birmingham Business School said, 'Greater levels of control over work tasks and schedule have the potential to generate significant benefits for the employee, which was found to be evident in the levels of reported well-being.

'The positive effects associated with informal flexibility and working at home, offer further support to the suggestion that schedule control is highly valued and important to employees "enjoying" work.'

The study found compelling evidence to suggest that men and women were affected in different ways by the type of autonomy they experienced.

For women, flexibility over the timing and location of their work appeared to be more beneficial allowing them to balance other tasks such as family commitments.

Dr Wheatley added: 'The manner of work and



How to know if you're burned out or need a new job

(there's a difference)

Are you getting the Sunday Scaries every Sunday? It could be that you're burned out and need a holiday. Or, it could be that you're at a job that's just not right for you. But, how do you know if those #MondayBlues can be resolved with some beach time and a drink (or two)—or if you'll feel just as miserable when you go back to work?

By Emily Heaslip themuse.com

To help you decide, consider these four factors:

1. Participation

It's burnout if you're sick of meetings

If you get a sinking feeling when you look at your schedule, it could be meeting fatigue. And while some are sadly unavoidable, there are often ways to minimize the number that are just a time suck.

For example, you can rate your meetings from zero to two and look for trends in what makes them more or less valuable. From there, you can ask to bump less efficient meetings to email, or stop scheduling them for the time you prefer to dig into your to-do list each day.

These simple shifts will help you feel like you're spending your day more effectively, which can cure your burnout.

But, it's the wrong job if every meeting bores you to tears

It's a bad sign if you can't remember the last time you found a meeting interesting. Have you stopped speaking up, because you're routinely ignored? Are you not that invested in what you're team's working on? Why not look for a job where you're excited to contribute—and people listen to what you have to say? (They exist!)

2. Pessimism

It's burnout if the smallest things annoy you

- The printer's jammed—again.
- The break room's out of k-cups.
- You just got bumped from your preferred conference room.

Do these (minor) annoyances send you into a tailspin? You could be having a bad day, but if it's every day, you're burnt out.

This often warrants bigger shifts to find work-life balance, like making sure you leave at quitting time, and don't spend your off hours checking email and obsessing about work. (And if you need to do something tangible right this second, check out these three ways to stop burnout in its tracks.)

It's the wrong job if your negative outlook's warranted

Being pessimistic is one thing. It's another thing to feel totally negative about the goals of the organization (e.g., you don't believe in the mission). If you don't believe in the work you're doing, these bad feelings are unlikely just a phase.



3. Performance

It's burnout if your performance is starting to slip

One sign of burnout is that you just don't care as much as you used to. Even the term "burnout" suggests that you no longer had the energy you once did.

But before you chalk it up to that, make sure it's not that you're struggling to learn a new skill or master a certain aspect of your job. In that case, classic stepping away and recharging advice might backfire, because what you need is additional training or guidance.

So, if you got poor feedback on your last project, be honest with yourself if you were coasting or disengaged—or if you felt totally blindsided because you tried really hard.

It's the wrong job if your hard work's being overlooked

When you self-assess, you may decide you're as engaged and hardworking as ever. Not just that, but you fundamentally disagree with your boss and think he doesn't appreciate your work, or plays favorites. If that's the case, it's worth setting a meeting to discuss how you can better meet expectations—but if you can't get on the same page, poor reviews (and low motivation) may keep coming.

4. Personality

It's burnout if you don't take the time to make small talk

When you're feeling drained by your work, it can be hard to muster the energy to ask people how

Continued ▶

Nearly half of us have made a best friend through social media

Research commissioned by Diet Coke has found that Brits have an average of between 100–200 social media followers, yet only 3–5 who they would consider to be 'close' friends offline.

The research, commissioned to celebrate Diet Coke's **Get The Gang Back Together** campaign, also found that despite the continued dominance of social media, what we all really yearn for is quality face to face time with our friends and when asked about their preferred means of communication with friends, 69% opted for catching up in person rather than via social media (11%), group chats (8%), text message (8%) or a phone call (3%).

As encouraging as it may seem to hear how traditional means of nurturing friendships and relationships haven't been forgotten altogether, social media appears to be playing a significant role in the way that we form some friendships in the first place. Over half of Brits (54%) claim to have met up with someone they originally met on social media and 44% say they made a new best friend thanks to their online networks.

Social media is also proving to be a necessary

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their was weekend was and chat about your college roommate coming to town. So, if you notice it's been more than a few days since you've said anything other than "When will your part of the project be done?" ask a teammate to grab a cup of coffee or have lunch together.

Then, challenge yourself not to pass the time like a meeting, but to have a conversation. (Here are 48 small talk starters to kick things off.)

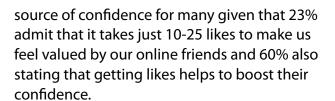
This will break you out the habit of being 100% focused on work all the time, which isn't what's draining you anyhow. It'll force you to step away from your computer for a few minutes and socialise.

It's the wrong job if you feel like you can't be yourself at the office

Of course, it's a different story if you don't make small talk because you feel certain you'll be judged for everything from the TV shows you watch to the religious beliefs you hold. That's not OK, and it's a sign you start looking for a company that'll accept you ASAP.

Looking for a new job isn't easy. That's why people are often tempted to say, "All I need is a vacation!" And while recharging is great, that buzzkill you get when you go back a job you dread isn't. So, be honest with yourself about whether you need a break or a new job: It can lead you to a role you're excited not only to break from, but to come back to as well.



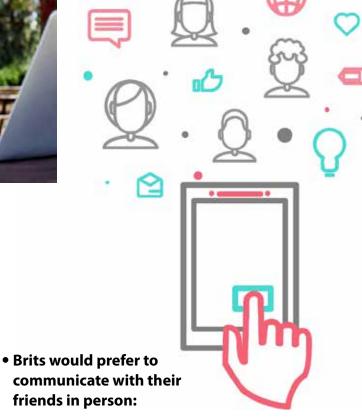


Natalie Whitehead- Farr, Senior Brand Manager for Coca-Cola Great Britain added, "Diet Coke is all about celebrating those amazing moments we have with our friends.

"The rise of social media means that we can communicate with our friends easily and it is also a great tool for meeting new people. However, it is encouraging to see that we all really do value the opportunity to share good times in person, which is what we are calling for people to do more."

This year, Diet Coke launched the Get The Gang Back Together campaign, celebrating and encouraging the amazing moments friends share when they are together.
#ItStartedWithADietCoke

- 95% of Brits consider their real life relationships more important than their online relationships
- 65% of Brits prefer to share personal news with friends and family before sharing on social media



In person (69%)

Via social media (11%)

Group chats (8%)

Text message (8%)

Phone call (3%)

- When asked to rank the following in order of importance, Brits placed friends at the top of their list:
 - 1. Friends
 - 2. Money
 - 3. Partner
 - 4. Opportunity to buy a home
 - 5. Access to a mobile phone
 - 6. Holiday
 - 7. Shopping
 - 8. Access to social media

Are you hiding money from your other half?

Nearly a quarter of British women are hiding a considerable sum of cash from their husband or partner, according to new research. A new study of women has revealed the average amount hidden away is £2,768 - either in cash or in a secret bank account they are keeping from their other half.

And while 31% of women are squirreling money away for an exotic holiday - more worryingly, 23% are saving on the quiet in case they need an 'exit strategy' from their relationship.

More than one in ten women have at least one account set up in their maiden name in order to keep it incognito.

13% have even intrusted the help of their mum and dad to hide the cash for them and nearly one in twenty often give lump sums to their best friend to stash away. Nearly one in ten have gone the extra mile to avoid suspicion and have even

opened an off-shore account

for their savings.

A spokesman for autoeurope.co.uk who conducted the poll said: "It is wise to have some savings set aside, but personal preference whether you want to share your finances with your other half or not.

"However, it could seem one sided if one partner is openly sharing knowledge about their savings and investments and the other is slyly squirrelling away their money.

The poll found that 26%

of women who have secret funds did have the audacity to feel guilty about it, but 16% felt it couldn't hurt to have some cash saved for a rainy

Over a quarter of the 1,500 women polled said it was vital to remain financially independent whether you were in a relationship or not.

However, a hypocritical 42% said they would be furious if their partner had savings they weren't aware of. In contrast, 58% said they would be thrilled if their partner announced he had a secret stash of his own.

> A more devious one in twenty said if they ever found cash in the house, they would just take

A spokesman for autoeurope. co.uk said: "Our research suggests that women in relationships show a determined effort to save for well-earned indulgences on their own. From holidays to farflung destinations without their partners to mini-breaks with friends, it seems that time away from their relationships is key to feeling a sense of freedom while remaining financially independent from one another."



The top 10 workplace buzzwords the UK loves to hate

In an ideal world, everyone in the workplace would talk normally.
Unfortunately, they don't. Buzzwords are now a staple of the workplace, and if this kind of office waffle is one of your bugbears, you're not alone.

Alistair Hendrie cv-library.co.uk

In a cv-library study of 1,000 UK professionals, 70% of respondents said workplace buzzwords are unnecessary. As such, here are the top 10 workplace buzzwords that leave the UK fuming—and why you should avoid them like the plague.

1. Let's touch base

This is the workplace buzzword that the most of us despise, with 40% of the vote. This is commonly used as a substitute for 'let's talk about this project', but you should reject redundant phrases at work, or else you'll be as unpopular as Voldemort swanning into Hogwarts.

2. Thinking outside the box

This one finished second, sending 38% of us into a rage. You might use this as a term for 'thinking creatively', but you should ditch this as it's a clumsy metaphor. Nobody has ever stepped into and out of a box at work, unless you're Matthew Perry from Friends.



3. How long is a piece of string?

This phrase was in third, earning 28% of the vote. This is a patronising way to state 'nobody knows the answer to your question', and is a sure-fire way to wind up your colleagues.

4. Run it up the flag pole

In fourth place, this phrase annoyed 28% of us. It's another term for telling someone about an idea, but there aren't any flag poles at your work—unless you're a golfer at The Masters. Instead of

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using another metaphor, why not just say what you mean?

5. Thought shower

This ended up in fifth, making 27% of us cringe. Rather than using this, you should say 'let's think of ideas'—we'll let you off with 'brainstorming'. You should avoid talking about a 'thought shower' because the only things you'll be showered with are insults.

6. Ping me

'Ping me' was ranked in sixth, leaving 25% of us sighing in misery. You might hear a colleague ask you to 'ping' them an email, but this should be banished because it's no quicker than the old classic: 'send me an email'.

7. It's a no-brainer

This notched up seventh place, angering 25% of us. If someone should definitely do something,

apparently 'it's a no-brainer'. You should only say this if you want to rival David Brent for king of workplace nonsense.

8. Park this

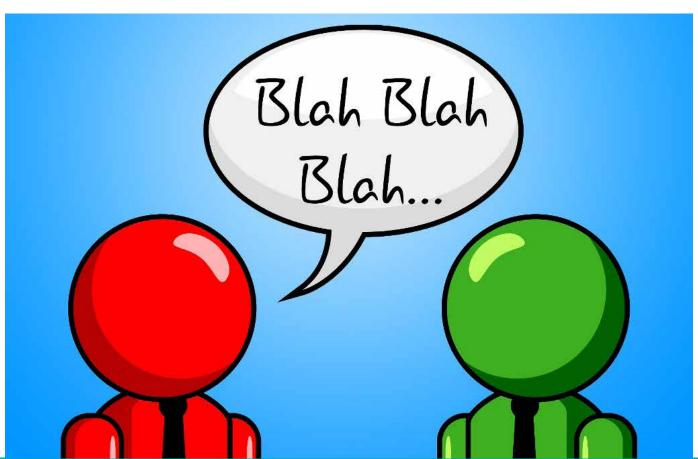
In eighth place, with 24% of us sick of this term. This doesn't mean parking a car—no, it means parking an idea, which means talking about it later. This phrase should be shunned because nobody needs a metaphor within a metaphor.

9. FYI

'FYI' came in at ninth, leaving 24% of us tutting in disgust. An acronym for 'for your information', FYI is another useless phrase. You sent them the email, so you don't need to tell them it's for them.

10. Get all your ducks in a row

And finally in tenth place, this phrase drives 23% of us up the wall. A manager might use this phrase when telling you to get everything ready for a new project. Remember, it's not obvious what this phrase means, which is why it only confuses things!



How a healthy diet can improve your career success

If you are career-focused and ambitious, eating a nutritious and well-balanced diet can provide a valuable boost to your success. Consuming healthy food can improve your energy levels, brain power, increase your ability to concentrate and handle stress, and enhance your overall sense of well-being. Combining this with plenty of varied exercise, particularly if you have a sedentary, desk-bound job, can certainly improve your prospects of remaining fit and healthy.

By Sharon Henry

During the recruitment process, people are judged on their appearance and attitude as well as experience and achievements, particularly for more front-line roles such as field sales, promotional, presentation and consultancy positions. After all, a healthy employee is generally more productive and less likely to take much sick leave. With that in mind, here are seven ways a healthy diet can improve your career success.

1. Having a decent breakfast

Do you rush off to work without having a proper breakfast then grab something unhealthy to eat on the way there or resort to chocolate or cereal bars, crisps and other high calorie snacks to keep you going until lunchtime?

Try getting up a little earlier and make time to sit down and eat a good breakfast. Breakfast is well named – Break Fast. Your metabolism has slowed down during the night and if you rush straight out the door without firing up your engine properly (namely without fuel in your tank) you are going to be sluggish in mind and body.

Try eating a good healthy breakfast of live probiotic natural yogurt with honey, wholegrain cereal and/or wholemeal toast with a boiled or poached egg, or nut butter or cheese. You could also have an orange or other fruit so that your body will have some great natural vitality-inducing nutrients to slowly digest during the morning. Wholefoods take longer to digest and are much better for your digestive system so you are unlikely to get hunger pangs again until lunchtime.

2. What to eat at lunchtime

It's good to get out of the office at lunchtime to stretch your legs, to clear your head, and to eat something tasty and nutritious for lunch avoiding super-cheap burgers, pizza, mayonnaise-packed sandwiches or cakes and sweets.

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Buying something healthy for lunch can be expensive, but try adding up what you usually spend on nibbles in-between meals to satisfy cravings and you will probably find that swapping those for a decent lunch will cost no more.

Alternatively, you can save money by bringing in something healthy which you've made at home from scratch with fresh ingredients. Create multicoloured, appetising and great-tasting salads with varied ingredients such as chickpeas, kidney beans, artichokes, beetroot, peppers, radishes, spring onions, mixed tasty leaves, or sprouting grains. Devise new and interesting combinations so lunchtime is a meal to relish.

3. Get some exercise with a walk around at lunchtime

So, you've made time to eat some tasty healthy food at lunchtime, ideally sitting down rather than gulping it down while you walk down the street. This can still leave at least 20–30 minutes to have a brisk walk during your one hour lunchbreak. Stretching your legs at lunchtime can help to loosen up all the kinks developing in your torso as a result of sitting at a computer or in meetings during the morning. This combination should raise your alertness and energy levels so you can return refreshed for the afternoon.

4. Other ways to squeeze exercise into your work day

The culture now is often to send emails to colleagues at work rather than go over and communicate with them. It's good to get up and walk round at regular intervals or your joints, muscles, and limbs start to set and stiffen, and that is where so many postural and back problems stem from. Walking briskly at lunchtime and taking the stairs rather than lifts can all help to limber you up a bit during the day.

Doing some exercises in the morning before



work to encourage suppleness such as yoga or Pilates can be valuable. Aerobic exercise every day is desirable to give your heart, lungs and circulation a bit of a work-out. Cycling, running, brisk walking, swimming, competitive sport such as football, tennis, squash, and netball are all beneficial and physical exercise is a great stress-buster.

5. What to drink during the day

It's easy to get de-hydrated when you work in a hot, stuffy or air-conditioned office. Drinking water throughout the day is most beneficial as our bodies need water to keep all our cells functioning effectively, and pure water cleanses the system and is calorie free.

Drinking one or two cups of tea or coffee per day is fine, but don't consume one after the other as the caffeine can also de-hydrate the body and raise your stress levels. If you're craving an energy boost, avoid energy drinks or other popular fizzy drinks which can be very high in sugar. Artificial



sweeteners are also not good for our health in large quantities.

Start reading the ingredients listed on everything you consume and you'll realise where all those extra, unnecessary calories in your diet are coming from. If you focus on gaining maximum nutrition to boost your vitality, that will be far more effective.

Having some fruit can keep you going if you have a desperate craving to

eat something in-between meals. Eating whole fruit is preferable to drinking fruit juices on an empty stomach. Whole fruit is full of fibre and takes longer to digest than pure juice so it's more satisfying and much better for you as a result.

6. How to lead a healthy work-life balance

There is a culture in some companies which makes people feel compelled to work through their lunch hours or stay on late after work to demonstrate their commitment and dedication to their job. It has been proved that people who work longer than standard hours on a regular basis can end up exhausted, can damage their personal lives. They often become less productive than those who manage their time well and discipline themselves to complete their tasks within set timescales by setting themselves goals and deadlines.

Getting out of the office at lunchtime can allow us to return charged up and ready to have a

productive afternoon. It's good to set daily goals for yourself with the aim of ensuring that you can go home on time feeling satisfied with your achievements.

Of course, this isn't always possible as unexpected events or interruptions can change your focus or priorities. Extended meetings or traffic jams can delay appointments and throw out schedules. Time management will generally help you to catch up if plans have to be changed or rescheduled or if a project is more demanding or time-consuming than anticipated.

How does this fit in with healthy eating? If you arrive home reasonably early you are more likely to have time to cook a meal yourself using fresh ingredients rather than throw a ready-meal in the microwave or pick up a takeaway.

7. What foods should we include in a healthy diet?

As a rough guideline for those who wish to ensure that the food they eat is nutritious and not detrimental to their health, we should aim for a varied, flexible diet which consists of approximately 33% wholemeal bread, cereals, pasta, potatoes and other root vegetables, (starchy foods); 33% fruit and vegetables (including green leafy); 12% fish, meat, or alternatives including vegetarian protein (combination of grains and pulses), tofu, Quorn etc; 15% milk and dairy products (Vegans need to be aware that soya and nut milks do not contain the same range of nutrients so they need to compensate for that); and 8% fatty and sugary foods can be included if you are maintaining rather than trying to lose weight.

Eating fresh natural wholefoods rather than pre-prepared processed or junk food is a good starting point. The aim is not to consume more calories than you burn up every day. It's often what eat you rather than how much which influences weight gain.

Leg-friendly foods and nutrients for hot summer days

One summer heatwave is already behind us but weather forecasters predict that the next two "months will bring a succession of major heat blasts". There is plenty you can do to keep legs in top form in the heat of the summer: many foods and nutrients can help keep legs feel light and healthy.

Sunny weather is always welcome in a country plagued by perennial cloud cover. Be that as it may, summer heatwaves also bring with them heavy, puffy legs and water retention which can make life difficult for many women. Sitting down for long hours in the office, standing up at work or when shopping / sightseeing and taking mid or long haul flights can make the situation even worse.

However, there is plenty you can do to keep legs in top form in the heat of the summer: many foods and nutrients can help keep legs feel light and healthy and offer valuable relief for heavy, puffy legs

Georgios Tzenichristos, nutritionist and formulator of the Celluence® leg wellness and cellulite creams, reveals the 12 best foods and nutrients for healthy legs in the summer.

- Oily fish and fish oil, these days also available in vegan varieties, help keep blood vessels in top form and red blood cells elastic, and also fight inflammation, thereby helping keep circulation going and leg healthy in the heat of the summer.
- **Turmeric and curcumin**, its active ingredient, are known for their anti-inflammatory action and are an ideal companion to oily fish / fish oil.

Turmeric can be added in smoothies, soups and almost all food recipes and curcumin is available as a supplement.

- Horse chestnut and escin, its active ingredient, have a long history of use against water retention and as circulation enhancers. Available as supplement in all good health food stores.
- Berry fruit contain polyphenols which are known to protect vein function and support microcirculation. Blueberries and blackberries are the best, but literally all berry fruit are the perfect summer snack, both for leg health and as a yummy refreshment on a hot summer day.
- Rutin and hesperidin, contained in citrus fruit and in supplement form, also have a long history of use as circulation enhancers and hesperidin is even contained in medication for heavy legs in Europe
- **Vitamin C** is crucial for blood vessel health and is found in tomatoes, citrus fruit and several other fruit and vegetables, as well as supplements
- **Protein** is normally not associated with leg health and wellness, but considering that skin and blood vessels are made of protein, it make sense to get enough in order to be able to repair



your skin and blood vessels. Most women do not have enough protein, due to their avoidance of meat, but with the huge choice of quality and tasty vegan and whey protein powders available these days, there is no excuse being deficient in protein.

- One tablespoonful of **ground chia or flax seeds**, always taken with two large glasses of water once or twice a day, is guaranteed to eliminate most cases of constipation no laxatives, herbs, colonic irrigation or "detox" retreats needed and it's much cheaper too. Constipation is a leading cause of water retention and poor circulation on legs and leads to the accumulation of toxins in the body. Unforgivable, especially in the heat of the summer.
- Water is not a food per se, but plays an important role in keeping the lymphatic system healthy and functioning well and helps prevent constipation. Two litres of water a day are essential in the summer.
- Red pine bark and gotu kola extracts are

both very well researched for their circulation boosting properties and are available as supplement on the internet or in health food stores.

• There are plenty of studies on the circulation enhancing properties of **cocoa flavanols**, so it makes sense to invest in a quality 'high flavanol cocoa powder' (available at health food stores or on the internet), which makes a wonderfully refreshing shake when mixed with a quality whey protein powder, some vanilla and some stevia, for taste.

So there you have it: twelve great nutrients and foods on how to help keep your legs light, fresh and healthy in the summer. Combine this with the usual advice for heavy legs (keep legs elevated at night; have a hot and cold shower on legs; swim regularly; exercise on the vibration plate; have regular massages) and perhaps use a leg wellness cream (Celluence® creams contain most of the nutrients mentioned here) and you will be prepared to face the next heatwave!