

Essential

LIVING SKILLS

HEALTH AND WELLNESS



K-STATE
Research and Extension

Acknowledgments

Original material written by:

Michael Bradshaw, Associate Professor, Family Studies and Human Services

Leah Charbonneau, Extension Assistant Kansas State University, Manhattan, Kansas

Revised and updated by:

Debra J. Bolton, Ph.D., Extension Specialist, Family and Consumer Sciences, K-State Research and Extension

Contents

ESSENTIAL LIVING SKILLS – HEALTH AND WELLNESS

4 Evaluation

12 Leader’s Guide

13 First Impressions and Self Respect

15 Activity 1: Grooming Quiz

16 Activity 2: Grooming Tips

17 Fact Sheet: First Impressions

18 Fact Sheet: Essential Healthful Practices

20 Grooming and Healthful Practices

21 Activity 3: Using Proper Posture

28 Challenging Conditions of Hair, Scalp, and Nails

32 Fact Sheet: A Grooming Checklist

34 Fact Sheet: Essential Hair Care

35 Fact Sheet: Essential Skin Care

37 Fact Sheet: Makeup and Other Facial Products

EVALUATION

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

- A. Participants will become aware of their need for grooming and healthful practices.
- B. Participants will determine which of these essential skills they want to acquire or improve, and they will develop and implement a plan to achieve these skills.
- C. Participants will increase their competencies in grooming and healthful practices.
- D. Participants will report improvement in their grooming and healthful practices.
- E. Participants may write NA in any blank if it is not applicable to their situation.

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

BASIC GROOMING AND PERSONAL APPEARANCE

— Instrument to be administered before classes —

Please answer the following questions. Your name will not be attached to this piece of paper or to your answers. Confidentiality will be respected at all times. The information you share with us will help us evaluate, develop, and deliver K-State Research and Extension Family and Consumer Sciences programs more effectively.

Measurable Objective A: “Evaluating My Need to Know More About Essential Grooming and Healthful Practices”

Please use a ✓ or ✗ or fill in the best answer for each line.

| | 1 | 2 | 3 | 4 | 5 |
|---|----------------------|---------------|-------|-----------|----------------|
| How important is it for me to know more about ... | Not Important At All | Not Important | Maybe | Important | Very Important |
| Bathing | | | | | |
| Hair Care | | | | | |
| Skin Care | | | | | |
| Facial Products | | | | | |
| Teeth | | | | | |
| Hands and Nails | | | | | |
| Posture | | | | | |
| Personal Grooming | | | | | |
| First Impressions | | | | | |
| Healthful Practices | | | | | |
| Self-Respect | | | | | |

EVALUATION: HAIR CARE

— Instrument to be administered before classes —

Measurable Objective B: “My Plan for Improving My Skills”

1. During the next six months, I would like to improve my skills in hair care.

- Yes No

2. My goals for improvement in the area of hair care: *(please check all that apply)*

- Learn efficient care methods for my hair.
 Learn about care products for my hair.
 Other *(please write in)* _____

3. Date I plan to achieve these goals: _____

4. My plan for achieving these goals includes:

- Learn about what is best for my hair type from articles written by experts.
 Visit a hairstyling shop to discuss my hair care needs.
 Try a hairstyle that will be easy to maintain.
 Other *(please write in)* _____

EVALUATION: SKIN CARE

— Instrument to be administered before classes —

Measurable Objective B: “My Plan for Improving My Skills”

1. During the next six months, I would like to improve my skills in taking care of my skin.

- Yes No

2. My goals for improvement in the area of skin care are: *(please check all that apply)*

- To keep my face clean and free of dirt and bacteria.
 To identify the best products for my skin.
 Other *(please write in)* _____

3. Date I plan to achieve these goals: _____

4. My plan for achieving these goals includes:

- Locate and read information about skin care not written by a retailer.
 Identify my skin type and experiment with inexpensive products to see which products are best for me.
 Other *(please write in)* _____

5. My plan for putting these skin care goals into action includes:

- Make notes about what might fit my skin type.
 Visit with other people who are experienced in skin care products.
 Other *(please write in)* _____

EVALUATION: FACIAL PRODUCTS

— *Instrument to be administered before classes* —

Measurable Objective B: “My Plan for Improving My Skills”

1. During the next six months, I would like to improve my skills in applying facial products, such as makeup.

- Yes No

2. My goals for improvement in the area of makeup are: *(please check all that apply)*

- To study basic makeup and other facial products principles.
 Other *(please write in)* _____

3. Date I plan to achieve these goals: _____

4. My plan for achieving these goals includes:

- Read articles about facial products not written by retailers.
 Learn basic makeup skills from trained professionals.
 Attend two or three cosmetic sales parties. *(You do not have to buy anything. You may not want to do this if you cannot say “No” to the sales tactics at such a party.)*
 Other *(please write in)* _____

EVALUATION: HANDS AND NAILS

— *Instrument to be administered before classes* —

Measurable Objective B: “My Plan for Improving My Skills”

1. During the next six months, I would like to improve my skills in taking care of my hands and nails.

- Yes No

2. My goals for improvement in the area of hands and nails are:

(please check all that apply)

- To have well-groomed hands and nails.
 To understand the diseases of nails.
 Other *(please write in)* _____

3. Date I plan to achieve these goals: _____

4. My plan for achieving these goals includes:

- Study the techniques for hand and nail care.
 Identify time that can be used for hand and nail care.
 Other *(please write in)* _____

5. My plan for putting these hand and nail care goals into action includes:

- Be aware of tools needed for proper hand and nail care.
 Observe methods for keeping my nails free of a fungus.
 Other *(please write in)* _____

BASIC GROOMING AND PERSONAL APPEARANCE EVALUATION

— Instrument to be administered before classes —

Please answer the following questions. Your name will not be attached to this piece of paper or to your answers. Confidentiality will be respected at all times.

Measurable Objectives C: ‘Evaluating My Progress Toward Meeting My Goals’

Please use a ✓ or ✗ or fill in the best answer for each line.

| | 1 | 2 | 3 | 4 | 5 |
|---|--------------------------|-------------------|-------------------------|---------------------|-----------------------|
| Progress I have made toward accomplishing my goals in these areas ... | I Do Not Plan to Improve | I Plan to Improve | I Am Improving Somewhat | I Am Improving Well | I Am Meeting My Goals |
| Hair care | | | | | |
| Skin care | | | | | |
| Makeup | | | | | |
| Teeth care | | | | | |
| Hands and nails | | | | | |

BASIC GROOMING AND PERSONAL APPEARANCE EVALUATION

— Instrument to be administered before classes, following classes, and at 6- and 12-month follow-ups —

Measurable Objective D: Follow-up

“An Assessment of My Grooming and Healthful Practices”

Please use a ✓ or ✗ or fill in the best answer for each line.

| | 1 | 2 | 3 | 4 | 5 |
|---|-------|-----------|------------------------|-------|--------|
| How often does the following occur ... | Never | Sometimes | About Half of the Time | Often | Always |
| Hair Care | | | | | |
| Wash, brush, and style your hair? | | | | | |
| Skin Care | | | | | |
| Keep face clean and free of dirt and bacteria? | | | | | |
| Use skin care products? | | | | | |
| Makeup and Other Facial Products | | | | | |
| Understand the use of makeup such as foundation or eye and lip colors? | | | | | |
| Teeth | | | | | |
| Brush in a circular motion, up to gum line, all teeth and all areas of teeth, for 2 minutes | | | | | |
| Hands and Nails | | | | | |
| Wash your hands and under your nails followed by a hand cream for moisture? | | | | | |

LEADER'S GUIDE

PROGRAM DESCRIPTION

GOAL

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

OBJECTIVE

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

- Understand the concept of “First Impressions.”
 - Describe essential hair and skin care.
 - Explain makeup essentials.
 - Describe essential grooming and hygiene practices.
 - Understand proper posture in sitting and standing.
-

RELATED CONCEPTS

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

Comments/Notes

MATERIALS NEEDED:

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

FIRST IMPRESSIONS AND SELF RESPECT

Most employers believe that people who look and act as if they care about themselves are more likely to care about their jobs. Employers and others generalize about other parts of your life based on the way you are dressed and groomed. Some social psychologists, call it “The Halo Effect,” which is used when a person’s first impression is that of self-confidence and work competence.

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

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

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

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

Q: What does this mean? [Encourage discussion.]
Do you have some personal ideas about your public image?
Would it help you to feel better and more confident?
[Encourage discussion.]

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

Self Respect

Say:

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

Everyone has an inner and outer self. Usually we share our inner selves with other people only after we know them. We can invite others to want to get to know our inner selves by creating pleasant, likable, and interested outer selves.

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

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

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

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

Q: What does “healthful grooming” mean? [Encourage discussion.]

A: Healthful grooming usually consists of being personally well-cared-for. Self-respect and healthful practices go hand in hand. Grooming includes good health habits along with taking care of our bodies.

ACTIVITY 1: GROOMING QUIZ

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

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

ACTIVITY 2: GROOMING TIPS

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

GROOMING GUIDELINES:

- Bathe and use deodorant daily.
- Brush teeth at least twice daily. If you are prone to cavities, use an oral rinse with fluoride (for adults).
- Perfumes/colognes: Some people are highly allergic to perfumes and colognes, so be considerate when applying.
- Be observant of workplace dress culture or codes. Avoid clothing that does not fit well or complement your body type.
- Check underwear for cleanliness.
- Clothes should be clean, unwrinkled, and free of stains.
- Fingernails should be appropriate for the workplace.
- Jewelry should be appropriate for the workplace.
- Tattoos may or may not be appropriate for workplace. Ask your supervisor.
- Keep shoes clean and in good repair.
- Use makeup appropriate to the workplace or in social settings. Avoid heavy or flashy makeup — especially brightly colored eye shadow, lipstick, and blush.
- If you choose to smoke, do that only in designated places.
- Shampoo your hair as often as needed. Select the shampoo type that best suits your hair-care needs.
- If you have a problem with dandruff, remember that dark clothes make it show more.
- It may help to plan your clothing needs the night before your workday or social obligations. This planning could help you eliminate any last-minute discoveries of soiled or damaged clothing that you had not noticed previously. It may help you choose your accessories as well.

FIRST IMPRESSIONS

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

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

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

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

Everyone has an outer self and an inner self. Usually you share your inner self with others only after you have known them. You can make others want to get to know your inner self by creating a pleasant, attractive, and likable outer self.

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

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

We know that it’s what’s inside that counts — your values, skills, personality, etc. However, research studies show that people who care for themselves and practice healthful living are perceived as more intelligent, more likable, and more believable than those who do not take responsibility for their own health and well-being.

To be successful, we need to learn the skills necessary to appear well-groomed. Everyone can have a pleasant appearance. Good grooming practices are important skills that anyone can learn.

ESSENTIAL HEALTHFUL PRACTICES

PERSONAL HYGIENE

Body odor is natural. Some things we do can make it very strong, such as not bathing. Stress and nerves can increase body odor, too. Bathe and use a deodorant every day to help prevent odor. This is especially important when you know you will be under stress.

Antiperspirant helps prevent wetness and odor. If you have excessive wetness you may want to use an antiperspirant.

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

YOUR TEETH

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

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

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

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

HANDS AND NAILS

Well-groomed hands and clean nails are always noticed. Every time you shake hands, type, or sign a paper, your hands are on display. If you bite your nails and have ragged, bleeding cuticles, chipped, or broken nails with bits of old polish on them, you may not look well-groomed.

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

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

In your weekly hand/nail care routine, wash your hands, clean underneath and around the nails, and gently push back the cuticle. Clip away hangnails (the tiny, loose pieces of skin along the side of the nails). Neatly smooth the edges and shape the end of the nail with an emery board. When you file your nails with an emery board, move it in only one direction. Sawing back and forth can damage nails. Treat your cuticles by rubbing petroleum jelly or other skin softener on them before going to bed at night. This will keep them soft and help prevent drying and cracking..

For those who choose to wear longer nails, here is a guideline. If you hold your hands palm up, a range of $\frac{1}{8}$ inch to $\frac{1}{4}$ inch of visible nail tip is desirable in most professional settings. Most men wear their nails usually no longer than the end of their fingers.

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

GROOMING AND HEALTHFUL PRACTICES

Deodorant

Show deodorant and antiperspirant.

Q: What is the difference between deodorant and antiperspirant?

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

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

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

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

Your Teeth

Say:

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

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

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

How to brush your teeth:

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

(American Dental Hygienists Association)

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

Hands and Nails

Say:

Well-groomed hands and nails are always noticed. Every time you shake hands, type, or sign a paper, your hands are on display. If you bite your nails and have ragged, bleeding cuticles, or chipped, broken nails with bits of old polish on them, you may not look well-groomed.

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

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

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

Give yourself a manicure once a week. Wash your hands, clean underneath and around the nails, and gently push back the cuticle. Clip away hangnails (the tiny, loose pieces of skin along

the side of the nails). Neatly smooth the edges and shape the end of the nail with an emery board. Emery boards are pieces of thin cardboard covered with a grainy paper. When you file your nails with an emery board, move it in only one direction. Sawing back and forth can damage nails.

Q: How long should nails be?

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

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

Hair Care

Say:

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

Q: How fast does hair grow?

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

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

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

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

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

Q: Does trimming your hair help it grow faster?

A: No.

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

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

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

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

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

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

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

The hair can show indications of the general health of a person. Exercise and a healthful diet can affect the health of the hair. Take good care of your health, and it will show in your hair. Choose a style that compliments the shape of your face and your body type for best results.

Skin Care

Say:

How many of you have heard the saying, “Put your best foot forward?” You need to put your best “face” forward, too.

Clean, healthy skin is the best thing you can wear on your face, whether at home or at work. Our skin is a visible indicator of our overall health and well-being. When we don't get enough sleep or don't eat properly, it shows in our skin. Since we are viewed from the neck up 75 percent of the time, it makes sense to pay attention to how our faces look.

Keeping your face clean and free of dirt and bacteria is the most important thing you can do for your skin.

There are many facial care products on the market. The Food and Drug Administration regulates the cosmetics industry. This means that inexpensive brands of cosmetics have to meet the same standards of purity, quality, and truth-in-labeling as the expensive ones. The main ingredients in cleansing creams and

moisturizers are lanolin or petroleum jelly. Both of these are fairly inexpensive. Sometimes cosmetic manufacturers advertise that their makeup has an exotic ingredient like coconut oil or queen bee jelly. These ingredients usually are used to give the product a pleasant fragrance, color, or texture. They are not harmful, except maybe to your pocketbook and may not necessarily be helpful to your skin.

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

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

Oily skin is characteristically shiny, with large, dilated pores. The surface never appears to be perfectly clean. It is more prone to acne and blemishes than other skin types, but the good news is that it does not wrinkle easily. Wash with a clean bath cloth or face sponge. Make sure that the bath cloth is clean because bacteria thrive in warm, wet terry cloth.

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

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

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

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

Dermatologists also recommend that everyone who spends time outside — including all skin colors and skin types — should use a sunscreen of at least 30 SPF or higher (American Academy of Dermatology). The AAD also recommends broad-spectrum sunscreen to protect against both UVA and UVB sun rays. Many

facial products may have sunscreen in them. Most people are encouraged to use moisturizer as well.

Contemporary U.S. American culture and styles encourage shapely eyebrows that are not heavy and/or grow together in the middle of your face. If this is the case, tweezing or waxing stray eyebrows is recommended. Hair growing out of the nostrils can be unsightly, and removing it with small scissors is also recommended as a grooming practice.

Makeup

Say:

Makeup conceals, smooths, and polishes the face. When it is applied carefully and blended thoroughly, it is used to enhance appearance.

Foundation

Foundation makeup is used to conceal blotches, discolorations, and imperfections. It makes the skin a consistent background for the rest of your makeup. Foundation should not be used in an attempt to change your skin color. Choose a foundation color that is close to your natural skin color. The best place to test a makeup color is on your face at the jawline or on the back of your hand.

Unless your skin is extremely dry, your best choice is a water-based makeup instead of an oil-based makeup. Don't apply foundation to your neck and throat. That will simply soil the collar of your clothing. Some companies make "oil-free foundation" for people with oily skin. Choose the foundation appropriate for your skin color and type.

Blush and Powders

Blushes can add definition to the contours of your face and give you a bright, energetic look. Powder helps to set makeup. It evens out color and gives a matte finish.

Eye Makeup

Eyes are the natural focal point of the entire face. The use of eye makeup can enhance the eyes. Check with a cosmetologist for tips on use. Use sparingly.

If you choose to use eyebrow color, use several shades lighter than your hair color. Brush the color on using short, feathery strokes rather than one continuous line.

To line your eyes, use a soft crayon liner. Liquid liners can look harsh. Look in the mirror; consult a friend, or your cosmetologist for advice on what looks best on you. Never line eyes on top of the bottom lashes because it is easy for the liner, which often carries bacteria, to get in your eye and cause an infection.

If you choose to use it, mascara is the last step of eye makeup. Use black or brown-black and apply it lightly. Two or three thin coats look better than one heavy one.

Lip Color

If you choose to use lip color, select a tint that has the same color undertones as your skin. If you use a lip liner, select a color that is slightly darker than your lipstick shade.

Posture

Say:

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

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

Comments/Notes

ACTIVITY 3: USING PROPER POSTURE

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

NOTICE:

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

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

ADDITIONAL SUGGESTIONS:

- Invite a makeup professional to speak to the class or lead the class in a facial and makeup workshop.
- Invite a hair stylist to speak to the class about hair care and styling.
- Invite a manicurist to conduct a nail care workshop.
- Invite a dentist or hygienist to talk to the class about dental care.
- Invite an orthopedist or chiropractor to talk about bones and spinal alignment.

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

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

CHALLENGING CONDITIONS OF HAIR, SCALP, AND NAILS

Dandruff

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

Head, Body, and Pubic Lice

In addition to the information below, you can find more at this link to K-State Research and Extension publication on *Pests That Affect Human Health*: <http://www.bookstore.ksre.ksu.edu/pubs/MF2115.pdf>

Head Lice *Pediculus humanus*

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

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

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



Photo credit:

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

Risk Factors for Head Lice

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

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

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

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

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

Uncommonly, transmission may occur by:

- Wearing clothing, such as hats, scarves, coats, sports uniforms, or hair ribbons worn by an infested person;
- using infested combs, brushes or towels; or
- lying on a bed, couch, pillow, carpet, or stuffed animal that has recently been in contact with an infested person.
- Reliable data on how many people get head lice each year in the United States are not available; however, an estimated 6 million to 12 million infestations occur each year in the United States among children 3 to 11 years of age. Some studies suggest that girls get head lice more often than boys, probably due to more frequent head-to-head contact.
- In the United States, infestation with head lice is much less common among African-Americans than among persons of other races. The head louse found most frequently in the United States may have claws that are better adapted for grasping the shape and width of some types of hair but not others.

Body Lice (Clothes lice) *Pediculus humanus corporis*

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

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

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

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



Body Lice Photo Credit:
http://upload.wikimedia.org/wikipedia/commons/thumb/9/92/Body_lice.jpg/250px-Body_lice.jpg

Pubic lice (“crabs”) *Phthirus pubis*

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

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

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

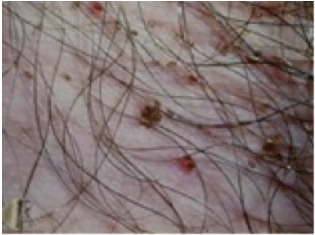


Photo credit pubic lice:

<https://sp.yimg.com/ib/th?id=OIP.M34cc3f8e3ae6b2bd1bad9ad773ef5c23H0&pid=15.1&trs=1&rc=1&qt=95&w=156&h=118>

Risk Factors for Pubic Lice

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

Fungal Diseases

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

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

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

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

Ringworm

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

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



Photo Credit:

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

Nail Fungus

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

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

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

Reference: Mayo Clinic



A GROOMING CHECKLIST

- Having regular dental checkups and keeping teeth and gums clean contributes to general good health and appearance.
- When was your most recent visit to the dentist? _____
- Brush teeth at least twice daily for the best oral health.
- Ask your dentist about proper teeth brushing methods.
- Use dental floss to clean thoroughly between teeth for healthy gums.
- In most cases, shower or bathe daily. You may bathe fewer times a week in cold weather.
- It is best to wash hair daily for oily scalp and as appropriate for dry scalp.
- Use soap and shampoo appropriate for your skin and hair type.
- Use dandruff shampoo, rinses, or conditioners if needed.
- Keep the nails of your hands and toes clean and trimmed.
- Keep your toes and heels free from callouses for healthy feet.
- Use an effective deodorant or antiperspirant daily. Check ingredients for sensitivities.
- Clean face thoroughly and apply toner, moisturizer, or sunscreen for healthy skin.
- Protect your skin and hair from sun damage. (You may want to use a hat or umbrella.)
- Keep hands away from facial blemishes to avoid the spread of infection.
- Style your hair as appropriate to your profile, height, and face shape.
- Keep hairbrushes clean to avoid the spread of bacteria and dirt.
- Daily clean underwear guards against personal bacterial or fungal build-up.
- Purchase clothes wisely to get as much wear as possible out of them.
- Select clothing that complements hair, eyes, complexion, and physical features.
- Iron your clothes as needed. This is important when you are to meet the public.
- Keeping clothes clean and in good repair helps them last longer.
- Keeping shoes polished and soles/heels repaired helps them last longer.
- Wear shoes with good support, especially if you must stand for long periods of time.
- Clean out your purse or billfold to get rid of unnecessary items and to check for hidden grime.
- Wear cologne or perfume sparingly on pulse points.

- Sit, stand, and walk with straight and supported posture with feet pointed straight ahead.
- Men: Groom facial hair as needed.
- Apply makeup sparingly to accent your best features.
- Guard against makeup on your clothes. It may stain.
- Check full view in mirror before leaving the house.

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

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

ESSENTIAL HAIR CARE

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

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

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

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

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

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

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

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

Healthy hair is attractive. There are discount hair salons and barbers that can advise you on current styles that will best fit your physical features and budget. You can also consult a friend or magazine for a cut that fits your physical features.

ESSENTIAL SKIN CARE

Clean, healthy skin is the best thing you can wear on your face and body, whether at home or at work. Our skin is a visible indicator of our overall health and well-being. When we don't get enough sleep or don't eat properly, it shows in our skin. We are viewed from the neck up 75 percent of the time, so having healthy facial skin is important. Our skin protects our inner organs from the elements, helps regulate our temperature, and it plays a role in immunity by keeping out harmful organisms. Skin transforms sunlight into vitamin D, too, so it makes sense to take very good care of the skin.

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

There are many facial care products on the market. The Food and Drug Administration regulates the cosmetics industry. This means that inexpensive brands of cosmetics have to meet the same standards of purity, quality and truth-in-labeling as the expensive ones. The main ingredients in cleansing creams and moisturizers are lanolin or petroleum jelly. Both of these are fairly inexpensive. Sometimes cosmetics manufacturers advertise that their makeup has an exotic ingredient like coconut oil or queen bee jelly. These ingredients usually are used to give the product a pleasant fragrance, color or texture. They are not harmful, except maybe to your personal budget, and may not necessarily be helpful to your skin.

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

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

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

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

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

Your face should be cleaned twice a day: once in the morning before you apply any skin product, and again at night to remove skin product applied in the morning and the accumulation of dirt.

No matter how tired you are, it is best to clean your face before you go to sleep for the night. Cleaning your face before bed guards against bacterial build-up, which can be harmful to your complexion and your health.

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

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

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

Contemporary, U.S. American culture and styles encourage shapely eyebrows that are not heavy and/or grow together in the middle of your face. If this is the case, tweezing or waxing stray eyebrows is recommended. Hair growing out of the nostrils can be unsightly, and removing it with small scissors is also recommended as a grooming practice.

MAKEUP AND OTHER FACIAL PRODUCTS

Makeup conceals, smooths, and polishes the face. When it is applied carefully and blended thoroughly, it is used to enhance appearance.

FOUNDATION

Foundation makeup is used to conceal blotches, discolorations and imperfections. It makes the skin a consistent background for the rest of your makeup. Foundation should not be used in an attempt to change your skin color. Choose a foundation color that is close to your natural skin color. The best place to test a makeup color is on your face at the jawline or on the back of your hand.

Unless your skin is extremely dry, your best choice is a water-based makeup instead of an oil-based makeup. Don't apply foundation to your neck and throat. That will simply soil the collar of your clothing. Some companies make "oil-free foundation" for people with oily skin. Choose the foundation that is best for your skin color and type.

BLUSH AND POWDERS

Blushes can add definition to the contours of your face and give you a bright, energetic look. Powder helps to set makeup. It evens out color and gives a matte finish.

EYE MAKEUP

Eyes are the natural focal point of the entire face. The use of eye makeup can enhance the eyes. Check with a cosmetologist for tips on use. Use sparingly.

If you choose to use eye brow color, use several shades lighter than your hair color. Brush the color on using short, feathery strokes rather than one continuous line.

To line your eyes, use a soft crayon liner. Liquid liners can look harsh. Look in the mirror; consult a friend, or your cosmetologist for advice on what looks best on you. Never line eyes on top of the bottom lashes because it is easy for the liner, which often carries bacteria, to get in your eye and cause an infection.

If you choose to use it, mascara is the last step of eye makeup. Use black or brown-black. Apply it lightly. Two or three thin coats look better than one heavy one.

LIP COLOR

If you choose to use lip color, select a tint that has the same color undertones as your skin. If you use a lip liner, select a color that is slightly darker than your lipstick shade.

Publications from Kansas State University are available at:
www.ksre.ksu.edu

Publications are reviewed or revised annually by appropriate faculty to reflect current research and practice. Date shown is that of publication or last revision. Contents of this publication may be freely reproduced for educational purposes. All other rights reserved. In each case, credit Debra J. Bolton, *Essential Living Skills: Health and Wellness*, Kansas State University, February 2016.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating, John D. Floros, Director.