

MAKE LIFE SIMPLE

Conserving energy is everyone's concern. You may be learning how to use less electricity to run your home. So, too, can you learn to use less oxygen to run your body. People want to save time and energy for many reasons; for you, it is a therapeutic measure.

If you are limited or restricted because of your lung disease, the following suggestions will help you maintain a more cheerful, productive life. With a planned effort on your part through the knowledge you gain here, you can do it. Conserve! Adopt energy saving techniques now.

It will take a concerted effort on your part to reorganize your daily routine so that it is energy efficient and then try to use the same methods at all times. Constant repetition of these methods will help you to become more proficient. When you realize your savings in time and energy, you will be motivated to continue these methods.

Though there is no one way that is right for everyone, there is one attitude that is right for everyone: willingness to change when change is necessary.

It's necessary to take time to plan for the things you want to do. Rate these activities according to priority. Don't be afraid to let certain chores slide for a day or so. At home and at work, make a daily "To Do" list.

You probably feel you should be able to do certain seemingly simple tasks, like making the bed or mowing the lawn. At one time you did these things without giving them a second thought. Now the time may have come to reevaluate the necessity for doing these things yourself.

The first, and perhaps the most important job is to plan a daily routine that includes the essential elements of living well: eat properly, exercise regularly, socialize with people both intimately and casually, manage your disease with the aid of you, your physician and other health members, and keep an open, well stimulated mind. Decide what daily tasks must be done and list them in writing. At the end

of your “must do” list, list other activities that you would like to include on a daily, weekly or monthly basis. Divide your day into morning, afternoon, late afternoon and early evening. In this chapter you will find suggestions for appropriate times for doing various tasks. By adopting a regular routine that is within your capacity, you will enjoy the satisfaction of accomplishing everything you must do and may often find the strength and time to participate in other pleasurable activities. Be flexible with your schedule. Tomorrow, tomorrow, there’s always tomorrow.

Principles Of Work Simplification & Daily Activities

The following tips are general ways to simplify life:

- When engaged in any physical activity, always use pursed-lip breathing with slightly prolonged exhalations and, to the best of your ability, abdominal diaphragmatic breathing.
- Do many work activities sitting down, e.g., preparing food, folding laundry, building or repairing small items or appliances, etc. At first you may find it difficult to work sitting down. The key to solving the difficulty is repetition. Choose a regular task and do it over and over in a sitting position.
- Find a chair or stool with the proper height and position. To sit comfortably at work area, whether it be at the side of the sink for food preparation or at the dining table or a specially made work area, the seat must be the proper height for you. The selection of a work chair or stool is as important as buying a bed for proper rest. The seat should be large enough to sit comfortably and should support the lower part of the back so as not to interfere with the movement of your arms. Many stools can be adjusted for height. If you can’t find one with the proper height, the legs may be cut down if too high



or elevated on wooden blocks or casters if too low. Once you've found your ideal work stool you'll be able to maintain good posture while working. This will allow you to breathe properly and to put less strain on your muscles.

- Rest frequently to avoid fatigue. Conserve strength for the activities you really want to do. Use relaxation exercises to relieve tension in the shoulder and neck muscles as soon as you notice the first sign of tension.
- Refer frequently to the flexible schedule you will have made. It may turn out to be one of the finest pieces of literature you have ever written.
- Keep yourself current with the rest of the world and still conserve your energy by watching the news on TV, listening on radio or subscribing to weekly magazines such as *Time* or *Newsweek*. Think of all that newspaper you'll never have to throw away!
- Keep mentally stimulated via reading. If you cannot see well or simply can't find the time to get your chores done and still find time to read, combine your efforts by subscribing to *Books on Tape*. Call 1-800-626-3333. You may order, for a price, tapes between the hours of 7:30 a.m. - 4:00 p.m., Pacific Coast Time, Monday through Friday.
- Rearrange, or have someone help you rearrange, items in your home which you use frequently. Pots and pans, pliers, screwdrivers, vacuum cleaner, etc., should be conveniently placed so that bending, lifting and stretching are minimized. If you are the cook, store groceries in areas of the kitchen that are easily accessible to you. Time to accomplish this will be well spent because it will save tremendous amounts of time and energy later.
- Plan ahead; but, if something important comes up, don't panic! Move slowly but steadily ahead and use pursed-lip breathing.
- In order to keep a slow, rhythmic pace, play the radio or



record player with appropriate background music for work. Music is a good pace-setter.

Sample Schedule

Nothing, and I repeat nothing, has to be done at a precise moment. You may have a deadline to meet; and, if you organize your time and let a few less important things go, you can make it. The following schedule is simply a guide. Use it to get yourself started. Change it to fit your needs. And, write your schedule down. You can pick up an inexpensive notebook for organizing your day, recording your exercise progress, taking your pulse, etc. You will be amazingly pleased with your progress and ready to do more.

Morning Schedule

- Sip on a little juice or water.
- Use breathing machine and perform postural drainage (if prescribed).
- Use proper coughing technique if you feel congested or if you regularly produce phlegm.
- Perform “Limber-up” routine under “General Procedure” before dressing.
- Practice diaphragmatic breathing.
- Record progress using your Daily Progress Report.
- Bathe or shower, if you feel you have the most energy in the morning. Place all toiletries, towel and wash cloth within easy reach. Wash face, brush teeth and use dental floss. Note: Dental care - Be sure you take good care of your teeth. Poor dental hygiene can lead to poor nutrition if teeth become broken or infected. Infection can also spread into the lungs.
- Sit on chair or stool. Rest. Go from the toilet or bathroom stool to the side of the tub and then into the tub, preferably onto a shower stool. Sitting, rather than standing, is not only

safer but it conserves energy. Do not use steamy, hot water. The steam could cause shortness of breath. If you have home oxygen, do not hesitate to use it while bathing. Oxygen is safe in the shower and will relieve shortness of breath. Note: If you stand while showering, place oxygen tubing over the top of the shower curtain rod so as not to trip on the tubing.

- Invest in an extension shower attachment which would allow you to sit while showering. A shower spray also makes it easier to bath without getting your hair wet. These shower extensions may be purchased in most hardware or department stores.

- Dry off by wrapping up in a light weight, terrycloth robe or wrap. Don't expend energy unnecessarily by rubbing dry.

- Dress everyday as it is good mental therapy. However, dress slowly. You'll be less short of breath if you don't rush. Your clothes should be laid out the night before and placed conveniently where you can do most of your dressing sitting down. Dress the lower part of your body first for this requires more strength. Prop your foot up while putting on your shoe. Use a foot stool or prop your ankle across your other knee so you don't have to bend over. Choose clothes that are easy to put on and loose enough so as not to bind or inhibit breathing or free movement.

- Take a walk. Either do this before breakfast or at least one hour after you eat.

- Prepare a simple breakfast either now or before getting dressed. Cereal, whole wheat toast, juice and coffee or tea, or simply a milkshake or eggnog is satisfying, light and nutritious. Note: Recipe for banana shake - 1 c. milk, 1/2 c. plain yogurt, 1 Tbls. honey or molasses, 1 banana sliced. Blend well in a blender for 10 seconds on high speed.

- Establish a regular routine for yourself. After eating, your gastrointestinal tract, especially the large intestines, become stimulated making it a good time to have a bowel movement. In order to minimize straining and shortness of breath, do not hold your breath. Blow out through pursed-lips. At first you may feel that exhalation through pursed-lips is not creating enough pressure. To compensate, in-

crease the degree of resistance through pursed-lips as the act of defecation requires considerable energy.

- Regulate the system with good eating habits and regular exercise. However, if you are less mobile or confined to your bed you can minimize constipation. Careful attention to the following is important: Drink 8 to 10 glasses of fluid daily. Cranberry juice is especially good for the system. Eat high fiber foods such as fruits, vegetables, and whole grain breads and cereals. And, if you need laxatives, try prune juice, natural laxatives or occasionally use a glycerin suppository.
- Do chores. Simplify. Sit. Use good posture and proper breathing. Slow, somewhat prolonged exhalations through pursed-lips will help to alleviate any shortness of breath. Never hold your breath. Be sure you have the tools you need to make the task easy. Whenever you purchase a new tool or appliance, read the instructions several times in order to learn how to maximize your savings of time, energy and frustration.

Housekeeping

- Purchase a magnetic dust mop or broom and dust pan. Some have long enough handles so you don't have to stoop. When you do have to reach the ground, try sitting on furniture so you don't have to bend over as far.
- Dust rags should be dampened to prevent the dust from flying as dust may be dangerous if inhaled. Disposable paper masks may be purchased at the drug store.
- Avoid aerosol cleaning products. Put a general all-purpose cleaner in a plastic spray bottle in the kitchen, bathroom or where ever you use cleaners.
- An apron with large pockets will save steps in picking up items and putting them away. Carry the dust cloth with you



as you walk through the house.

- A lightweight, upright vacuum cleaner with large wheels not only cleans rugs and carpet better than a canister type but is easier to maneuver. Use slow rhythmic movements. You can even sit and vacuum by moving from chair to couch, etc.
- Cleaning the bathroom can be made easier if you use long handled brushes and sponges.
- Use the all-purpose cleaner for wiping off the tub, sink and faucets soon after their use. This makes the job easier and keeps them forever clean. Remember, use your lightweight terry-cloth bathrobe to easily dry yourself off.
- Be sure to rest often and encourage the family to help. If you live alone and can afford it, get a teenager to help. You'll be surprised how helpful and willing they can be.

Laundry

- Use a clothes washer rather than washing by hand. If possible, use a clothes dryer. If your washer is a front loader or your dryer is too low, perhaps you could have them built up on a raised platform.
- If you must use the clothesline, transport both wet and dry clothes in a cart or wagon.
- Fold your laundry while sitting down. If you iron, be sure you are seated. Ironing boards can be adjusted to several heights. And, the next time you are shopping for clothes, buy perma-press fabrics!
- Place folded clothes on a tea cart. This can be rolled from room to room, thus, avoiding many trips.

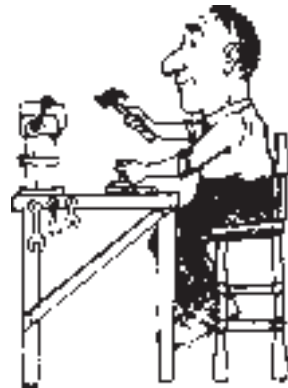


Bed Changing

- Beds don't necessarily need to be made daily; but, when you change a bed, you can save energy if you make up half the bed completely and then walk around to the other side and complete the job.
- Fitted sheets stay on the bed well once they are on; but, the last corner may be quite difficult to put on. Rest before doing it and don't hold your breath. Blow out through pursed-lips!
- If you are the type that feels you must make the bed daily, purchase a lightweight comforter as a bed spread. The wrinkles underneath will never show!

Odd Jobs

- If you are a fix-it person, great! If you love to sew or garden, wonderful! But remember, these activities do require strength and endurance even if you enjoy them.
- Work at a slower pace and enjoy your time.
- Organize your equipment for best efficiency. Always use good posture, that is, keep your back straight. Use a chair at the correct height whenever possible.



Afternoon Schedule:

- Prepare a light lunch. This could be half a sandwich on whole grain bread and a piece of fruit.

General Cooking, Shopping and Cleaning Hints:

- If you're the cook, reorganize your kitchen so it is unclut-

tered and the items you use are close at hand. You don't want to use up all your energy making a meal and then be too tired to enjoy it. You may find that eating smaller meals and having in between nutritious snacks, such as the other half of your sandwich, will minimize that too full feeling.

- Throw away the gadgets you never use. They take up space and make it hard to find the ones you do use. Place these utensils in the drawer where you prepare and cook your food.
- Use easy to prepare foods as much as possible. A gourmet's delight may be as simple as fresh fruit and a slice of cheese. "KISS" (Keep it simple, sweetheart.) That's easy to repeat to yourself as you cruise the aisles in the grocery store.
- Plan your meals. Be sure to get enough of the basic nutritional foods each day. (See Chapter 11.)
- Shop at the same store so as to become familiar enough to make a shopping list placing items together that are found together in the store. If possible, buy your staples in bulk, e.g., paper towels, napkins, toilet paper, paper plates, toothpaste, bath soap, cleaning supplies, etc. This will make weekly shopping much easier.
- Shopping is tiring. On the day you shop, pick up a prepackaged dinner. (Lean Cuisine is low in fat.) Eat one of your dinners you have prepared earlier (See following page), or eat out.
- Use your meal plan again when making a list of foods and utensils required to prepare the meal. If you prepare your food in a different area than where you keep your cooking supplies, place all the items on a tea cart and push them to the area where you will be sitting or organize them on the kitchen counter. Sit down.
- Set out various spices: garlic powder, onion powder, thyme, oregano, bay leaf, pepper, curry, etc. on the counter where you prepare the food.
- If you enjoy frying some foods, a non-stick, electric frying pan is best. A small rack may also be placed inside the frying pan for steaming vegetables. Since the pan is heavy, place it next to the sink so clean up will be easier. Never put your electric frying pan away or any other equipment you use

often: electric can opener, blender, electric wok, electric crock pot, etc.

- Baking or roasting is easier than frying. A toaster oven with a pop out shelf placed on the counter is great. This eliminates bending and lifting hot pans out of the oven.
- Meat, chicken or fish can be cooked in a toaster oven with potatoes and vegetables. This can often be accomplished in a single pan or package.
- Pans lined with aluminum foil save dish washing. Throw the foil away or cook enough for two meals and wrap tomorrow's meal in the foil and place it in the refrigerator.
- Crock pots are also useful for preparing complete, nutritious, one-pot meals.
- Microwave ovens are most convenient for reheating foods and cooking complete meals. Be smart. Read your complete instruction book for best results with your microwave oven.
- If you cook on the range, use a slotted spoon or a large serving spoon and serve from the range. Don't lift a heavy, hot pot. Allow it to cool in its place.
- Take the time you need; don't rush.
- Use your tea cart in setting and clearing the table. You can do the job in one trip. Use the tea cart for taking food and utensils to the table when you are preparing food at the table.
- Cook extra portions whenever possible and place them in aluminum foil, dishes which go from freezer to oven or boiling/freezer cooking bags. The latter requires a heat-sealer; but, it will be a wise investment. Be sure to mark what the food is and the dates on each package or dish with a marker or piece of masking tape that adheres to the dish or package.
- Line waste baskets with plastic bags for easy clean-up. Use paper towels rather than cloth towels for clean-ups and no washing.



- Dishes should be air-dried after washing rather than wiping them dry. Or use the dishwasher.
- Store dishes near where they are washed. This saves footsteps.
- Use these slower, more efficient methods. Repeat them consistently without backsliding into older, less efficient habits until you form new, better habits.

Afternoon Schedule Continued:

- If you have chronic mucous production, practice proper coughing techniques and use your breathing equipment, if prescribed.
- Practice relaxation techniques.
- Exercise or walk, extending your distance in order to develop more stamina.
- Other activities: Go to the store, attend a club meeting, take in an afternoon matinee, etc.

Late Afternoon And Early Evening Schedule:

- Prepare a light dinner. Clean up.
- Go for a short stroll.
- Shower or bathe if you prefer to do this later in the day.
- Use your breathing equipment and perform postural drainage, if prescribed.
- Practice strengthening exercises for diaphragmatic breathing while watching television or reading a book.
- Perform relaxation techniques.
- Pleasant dreams.

Work Outside The Home

- If you work outside the home your time is limited; nevertheless, you owe it to “you” to exercise and practice the relaxa-

tion techniques everyday.

- Get up earlier. At first this will be a chore; but, once you begin feeling better, you will be motivated to keep it up.
- Concentrate on proper breathing at various times throughout the day: while in your car waiting for a traffic light, while waiting for an answer on the telephone, etc.
- Concentrate on proper breathing. Soon it will become second nature.

Plan a flexible schedule and include the duties you need to accomplish and the jobs or activities you would like to do. It is important to discipline yourself and include the exercises and techniques described in this book. These will increase your stamina and enable you to do more of the activities you enjoy.

Once your tentative schedule is down in black and white, it may seem somewhat overwhelming. (See sample schedule at end of chapter.) It's true, you do have a busy day. Before reading this manual, maybe you were not doing much of anything or, possibly, not doing things in an orderly fashion. You do need order in your life. Order will increase your stamina and enhance your sense of well being.

Haste is a common fault for many of us. It frequently causes frustration; and, for persons with a pulmonary problem, it causes shortness of breath.

These methods are only some of many recommendations you will find to make your life easier. Many helpful hints about housework, gardening, etc. may be found in inexpensive paper books. Some of these ideas may become invaluable for you. But, a word of caution. . . be realistic. You needn't wear yourself out arranging and learning techniques for doing jobs you seldom need to do. Develop efficient techniques for doing what your own situation requires. If an aspect of your life for which you need some good techniques has not been mentioned here, figure it out yourself. Break it down, detail by detail, and study it in order to find better, easier methods. Then put it to work! Good luck!

Sample Schedule

6:00 - 7:00	Enjoy dinner. Clean up and prepare for a day.
7:00 - 8:00	Get your bathroom dishes, 1 x 16, and a book.
8:00 - 9:00	Take a moment of personal time and think about the experiment.
9:00 -	Put away your stuff. Read a book. or watch TV. Listen to music.