



Getting started

Caffeine gives most people a temporary energy boost and elevates mood. Caffeine is in tea, coffee, chocolate, many soft drinks, pain relievers and other over-the-counter medications

The effect of caffeine varies from person to person. Too much caffeine can make you restless, anxious and irritable. It may also keep you from sleeping well and cause headaches and dehydration. If you stop using caffeine, you can get withdrawal symptoms.

Experts consider 200–300 mg of caffeine a day to be a moderate amount for adults. But consuming as little as 100 mg of caffeine a day can lead a person to becoming “dependent” on caffeine. This means that someone may develop withdrawal symptoms (like tiredness, irritability, and headaches) if he or she quits caffeine suddenly.

The amount of caffeine in food and drink will vary, but as a guide each of these contains roughly 200mg or less of caffeine:

- 2 mugs of instant coffee (100mg each)
- 1 mug of filter coffee (140mg each)
- 2 mugs of tea (75mg each)
- 5 cans of cola (up to 40mg each)
- 2 cans of ‘energy’ drink (up to 80mg each)
- 4 (50g) bars of plain chocolate (up to 50 mg each)
- caffeine in milk chocolate is about half that of plain chocolate

Follow this plan and not only will you look better, you will also feel more alert and focused. You will have improved concentration levels, feel more energised and have a renewed zest for life.

This 4 week plan is incredibly simple to follow. Firstly establish how much caffeine you are taking in each day and what you can exclude or reduce to cut down your caffeine intake. (see fact sheet Assess your caffeine intake).

Now complete your personal training plan (shown on the next page).

Fill in the actions you want to take each day to reduce your caffeine levels – print it off and place it on your fridge, or in a visible place. If you have a lot of ideas or action points then remember, you don’t have to do them all at once. Start some in week 1 and then introduce others when you’re ready; but once you start something try to keep that going all the time. Track your progress and each day give yourself a tick if you managed to do those things. Apply the 80 / 20 rule – try to complete your action points on a regular basis - at least 5 days out of 7 each week.



Personal training plan

Place this in a visible place and tick each box daily if you have been successful for each of the statements.:

Week 1	Mon	Tues	Wed	Thu	Fri	Sat	Sun
I kept to my plan today (tick if yes; cross if no)							

Week 2	Mon	Tues	Wed	Thu	Fri	Sat	Sun
I kept to my plan today (tick if yes; cross if no)							

Week 3	Mon	Tues	Wed	Thu	Fri	Sat	Sun
I kept to my plan today (tick if yes; cross if no)							

Week 4	Mon	Tues	Wed	Thu	Fri	Sat	Sun
I kept to my plan today (tick if yes; cross if no)							

REVIEW	End Week 1	End Week 2	End Week 3	End Week 4
I am drinking less caffeine this week than when I first started this plan. Enter 'Yes' or 'No'				

After 4 weeks complete this review

The habits that I find easy to maintain are:	The habits that I find hard to maintain are:

After 4 weeks complete this review

Continue to: (These are the habits you found easy and that you no longer need to monitor as you now don't think about doing them you just do them.)	Specifically plan to: (These are the habits you need to plan to do and monitor on a daily basis. Print off your 4-week plan again but only include these items now.)

Always follow the 80 / 20 rule. For each of the statements you choose to follow each week, aim to complete them at least 80% of the time - in other words 5 days out of 7.