1. **Pack food and beverages for the week ahead.**
   Spend an hour getting organized on Sunday and save time and money all week long. Wash fruit, bag vegetables, slice cheese and fill water bottles for the week ahead.

2. **Stock up on nutrition.**
   Fill your desk drawers, office fridge and briefcase with a healthy variety of tasty snacks and quick meals like instant oatmeal, trail mix and microwave-able entrees.

3. **Pack lunch while you cook dinner.**
   You can cook once and eat twice by making “planned-overs” at dinnertime. Make an extra serving or two and pack them to-go as you clean up the evening meal.

4. **Take advantage of convenience.**
   Supermarkets feature an amazing array of single-serve healthy options—perfect for desktop dining. Go for cereal in a cup, tuna in a pouch or fruit in pop-top cans.

5. **Add nutrition to your commute.**
   It’s easy, it’s tasty and it’s doesn’t have to be messy! Pack a piece of string cheese, a squeezable yogurt, an apple or a bag of grape tomatoes for the car, bus or train.

6. **Pump up with protein power.**
   Many office treats are all sugar and fat. For long-lasting brain and body power, add some protein with nuts, seeds, soynuts, yogurt, milk, jerky and nutrition bars.

7. **Switch to a fruit dish.**
   Tempted by the cookie jar or candy dish? Switch to a fresh fruit bowl or a jar filled with different, delicious, dried fruit like mango, pineapple, apricots, plums and craisins.

8. **Drink to your health.**
   Staying well-hydrated helps you think more clearly, be less cranky and do less mindless munching. It is also one of the best skin treatments in the world.

9. **Treat yourself well.**
   When it’s time to eat, give yourself a real break. Stop working, stop rushing and give yourself a few minutes to really savor whatever you are eating.

10. **Use the K.I.S.S. principle for candy.**
    Keep It Small Sweetie! Skip those expensive, high-calorie, king-size bars. Slowly savor a chocolate kiss or enjoy a “fun-size” version of your favorite candy treat.