

FOOD CHECKLIST - INSTRUCTIONS

How to record your food and drink

1. Start a new checklist for each new day.
2. Write down the **DAY** of the week and the **DATE**.
3. Show if you were **WELL** or **UNWELL** by circling one answer.
4. Each time you eat or drink something, tick the box under the column **TICK WHEN EATEN**

TYPE OF FOOD OR DRINK	SERVING SIZE	TICK WHEN EATEN	OTHER SERVING
CEREALS			
Other cereal eg Cornflakes, Sugar puffs	1 bowl	4	

5. Put a tick in the box for each serving size you eat. If you ate for breakfast: 1 bowl of Cornflakes, 2 slices of toast with butter and jam, write it down on the checklist like this:

TYPE OF FOOD OR DRINK	SERVING SIZE	TICK WHEN EATEN	OTHER SERVING
CEREALS			
Other cereal eg Cornflakes, Sugar puffs	1 bowl	4	
BREAD & SAVOURY BISCUITS			
White bread and rolls/Hard dough bread	1 slice or roll	44	
DAIRY PRODUCTS			
Butter	1 teaspoon	44	
JAMS/SAVOURY SPREADS			
Jam/Marmalade/Honey	1 teaspoon	44	

6. If you eat less than the amount shown under **SERVING SIZE**, write the amount under **TICK WHEN EATEN**. For example, if you ate half a bowl of Cornflakes, write down $\frac{1}{2}$ and put a circle round it.

TYPE OF FOOD OR DRINK	SERVING SIZE	TICK WHEN EATEN	OTHER SERVING
CEREALS			
Other cereal eg Cornflakes, Sugar puffs	1 bowl	$\frac{1}{2}$	

7. If you wish to use a different serving size, **cross out the serving specified** and write your own in the 'other serving' column.

Write in a description of the utensil that you used. Use a name or description familiar to you that will help you remember which utensil it is. For example if you didn't use a tablespoon to serve meat stew then cross this out and write a description of the utensil you used.

Cross out the original serving size

TYPE OF FOOD OR DRINK	SERVING SIZE	TICK WHEN EATEN	OTHER SERVING
MEAT & MEAT SUBSTITUTES			
Meat: Stew/ Casserole eg beef, pork, lamb.	1 tablespoon	4444	Wooden serving spoon broken handle

Tick the number of times you had a serving

Write down a description of the utensil you used

8. **MILK:** You do not need to tick milk and sugar that you have in tea and coffee or on cereal. However, you do need to tick the box when you drink milk on its own or in a milky drink such as a milkshake.

9. **SAVOURY DISHES AND TAKEAWAYS:** If you are eating a dish made up of a number of foods such as Lasagne, tick the box in the section **SAVOURY DISHES AND TAKEAWAYS**. Do not tick separate boxes for each ingredient in the dish. Tick a box to show if you ate other foods at the same time, such as salad or bread.

10. If you eat any takeaway foods or buy packet sandwiches while you are out, tick takeaway or packet sandwiches under the section **SAVOURY DISHES AND TAKEAWAYS**. In the table 'eating out & takeaway food' attached, fill in the details about the food you ate.

11. If you have eaten anything not on the list, add it to the **OTHER FOODS** section on the last page of the checklist. Describe the food and write down the serving size and tick for the number of servings

12. Tick boxes to show when you have actually eaten the food - do not tick a box if the food was served but you did not eat it, it was leftover or spilt. Tick if you have a second helping.

13. Tick to show if you have had any **supplements** of vitamins or minerals.

14. **At the end of the day**, try to remember anything else that you have not yet recorded. If you think of anything, tick the box or write it down in the **OTHER FOODS** section.

QUICK CHECK - Have you done the following?

- Written the **day** and **date**. Written if you were **well** or **unwell**.
- Put a tick for everything you have eaten including snacks such as sweets, biscuits etc.
- Used the **serving size** column to decide how many ticks you need in the boxes.
- Recorded all the **drinks** you had **including tea and coffee and alcoholic drinks**.
- Recorded any **second helpings** you had.
- Filled in the **eating out & takeaway table** if you ate any takeaways/packet sandwiches.
- Put any foods that weren't on the list in the **OTHER FOODS** section.

Done a **quick recall** to make sure you have not forgotten anything.