82 go to bed super-early once a week

Sleep is really important. While you're asleep, your body releases a hormone that's essential for all the growing that your body is doing. It's better to go to bed early rather than sleeping late in the morning – sleep experts say every hour's sleep before midnight is worth two hours afterwards. Give it a try.

83 break it down

Try this when you've got to do something that seems too huge to manage and you feel overwhelmed.

There's a popular joke in self-help circles which goes:

Q "How do you eat an elephant?"
A "Bit by bit."

The point is that if you look at a problem as a whole, whether it's clearing up a messy bedroom or revising all your subjects for exams, it can seem overwhelming. If you split the task into smaller chunks and make a plan to tackle these one by one, it's much easier to manage.

84 practise being happy

It sounds strange, but happiness is something that can be worked on.

Imagine that an outing you were looking forward to gets cancelled. Do you:

a) Shout and scream?

b) Feel down and spend the rest of the day blaming other people for anything and everything?

c) Feel disappointed, but get over it, and find something else to do instead?

It's just like thinking positively (page 108) – you can decide for yourself to have that third response. Lots of things that you can't control may well affect how you feel, but if you make a conscious effort to change your thoughts and behaviour, you can change the way you feel, too.

85 smile

You probably know the saying, "smile and the world smiles with you". When you smile, even if you're forcing it, you automatically feel happier, because the action releases endorphins, the body's feel-good chemicals. If you approach people with a smile, you'll feel better, and it might put a smile on their faces, too.

97 drink plenty of water

You don't have to glug it until you slosh, but your body needs decent amounts of water to function, to exercise and to keep your brain working at its best. Water is good for you – much better than fizzy drinks and fruit juices, not to mention cheaper.

Drinks to limit

- **Fizzy drinks** are loaded with sugar. Diet fizzy drinks make your body think it's getting something sweet. When it doesn't, it makes you crave sweet things to make up for what it thought it was getting. Both types can deplete your body of calcium, which means you can't build strong bones.
- **Fruit juices** contain high levels of sugar. And a few vitamins, yes, but mostly sugar.
- **Caffeinated drinks** give you a buzz, but lead to an energy drop afterwards as your body re-balances itself.

98 learn to cook

Get to grips with a few basic recipes – whether it's omelettes, or a simple chilli con carne – so you can cook wholesome food and show off your skills to your friends.

99 always eat breakfast

By the morning, your system is running on empty. Your body needs refuelling and your brain needs energy in order to concentrate on school work. If you can't face eating scrambled eggs on toast (an ideal breakfast), you could always whizz up some yogurt, porridge oats, frozen berries and some seeds or nuts into a smoothie. Cereals like porridge and plain Weetabix and Shreddies make a sustaining breakfast, especially if you add protein in the form of chopped nuts. Toast or cereal is better than nothing, but most breakfast cereals are loaded with sugar and will leave you feeling hungry by mid-morning.

Beth on eating healthy

Q Do you find it hard to eat healthily?

A No – as long as there's healthy food on offer at mealtimes! I try to have healthy snacks like nuts or fruit instead of chocolate, cake and crisps, and not eat puddings too often.

Q Are you a fussy eater?

A I used to be, but I'm not really any more, and I try new foods whenever I get the chance. I like some things now that I never used to like – I used to hate salmon until I found a recipe for fishcakes, which are delicious.

Q Do you like cooking?

A Yes! And if I'm the one cooking the meal, I can leave out any ingredients I don't like, or try cooking things in different ways. Cooking with other people is fun, too, and I like learning other people's ways of doing things.

70 improve your posture

Here are three good reasons why you should:

1. To stay pain free now and in the future

Standing and sitting with bad posture can lead to back and neck pain in later life. The human skeleton is designed to walk and run, so move around when you can.

2. Standing and sitting well makes life a bit less of an effort

Sitting in a way that's comfortable for your body uses up less energy, so you'll have more energy to focus on things that really matter.

3. Good posture is really important for your self-confidence

If you stand tall and look at ease in your body, other people will automatically think that you're a relaxed, confident person, even if you don't feel it yourself. In the same way that forcing a smile can actually make you feel happier, assuming a confident way of standing or walking can actually affect the way you feel about yourself, and make you feel more confident, too.

tip Don't cross your legs. You hardly notice, but crossing your legs twists your pelvis slightly, and over time, it can create muscle tension and make you a little wonky.

71 stand up straight

Yes, yes, we all know how to stand up straight ... but this is how to tweak yourself into line so a physiotherapist would approve.

1. Stand with your weight evenly distributed on both feet. Your feet should be about shoulder-width apart, so your feet are under your hips, and turned out very slightly (about fifteen degrees).

2. Two-thirds of your weight should be on your heels.

3. Keep your knees soft – don't brace them backwards or "lock" them.

4. Gently squeeze in your bottom muscles.

5. Lengthen through the upper back as if someone is pulling you up with a piece of string through the top of the head (your collarbone will lift slightly).

6. Drop your shoulders back and down. Don't pull your shoulders back, military style – it's not natural, it creates tension in your back and shoulders and it's not "functional" – you can't hold that position and use your arms in a normal way.

7. Finally, gently tuck your chin in slightly. If someone is looking at you from the side, there should be a straight line from your shoulders to your knees, running through your hips and slightly behind your knees.

72 sit in the right position

It's not just about sitting up straight…

1. Tuck your feet slightly underneath you so that your knees are lower than your hips and make sure your weight is equally distributed on both seat bones.

2. Lengthen through the upper back.

3. Drop your shoulders.

4. Tuck your chin in very slightly (try to avoid sticking your chin forward like a tortoise poking its head out of its shell).

5. If you are looking at a computer screen, the top of the screen should be directly level with your eyes as you look straight ahead in your good sitting position.

Did you know?

When you sit down, about eight times your bodyweight pushes down through your pelvis, compressing it. Loosen things up by dancing around your bedroom, classroom or kitchen every so often. It's a good way to stimulate your brain, too.

Good sitting position

Bad sitting position

21 use less lip balm

Seriously, it can become addictive – the more you use it, the more you need to use it. Lip balm forms a layer that stops moisture escaping through the thin skin on the lips. This will keep your lips from drying out, but it will also slow down the natural process by which the drying-out of lips prompts your skin to push up new, fresh skin cells from underneath. So cut down on lip balm. After all, boys get by without it most of the time…

22 soften your lips

Get rid of dead, flaky skin on your lips with this time-honoured method.

How to exfoliate your lips

First smother your lips in balm to soften the dead skin. Then use an old toothbrush to rub off the balm and the dead skin (it's gentler on your lips if you run the toothbrush under hot water first, to soften the bristles).

Even better, use a lip-exfoliating scrub or sugar to do the job – this is kinder to the delicate skin on your lips. Again, apply lip balm, then rub a pinch of sugar over your lips (if your lip balm is a twist-up one, you can just dunk it in sugar, then rub it on).

23 rock those lips

Try these lip looks to see what works for you.

1. Fluoro pink: looks great if you've got blue eyes.

2. Blackout: go as dark as you dare to be right on trend.

3. Orange brights: punchy and colourful, a hot look any time of year.

4. Innocent pink: a sweet and natural look.

5. Two-tone: chocolate lip-pencil teamed with baby-beige lipstick. For even more impact, try an orange outline filled in with bright pink.

6. Classic red: always a knockout. Keep it matte to keep it fashionable.

7. Wildcat: a quick-to-apply lip transfer gives the most startling results of all.

8. Two-tone two: electric blue and purple is an attention grabber.

tip If you're blessed with naturally huge lips and want to play them down, choose a dark lipstick, or a matt lip colour, or both. Dark, matt lipsticks don't reflect light, so they will make your lips seem smaller than they are.