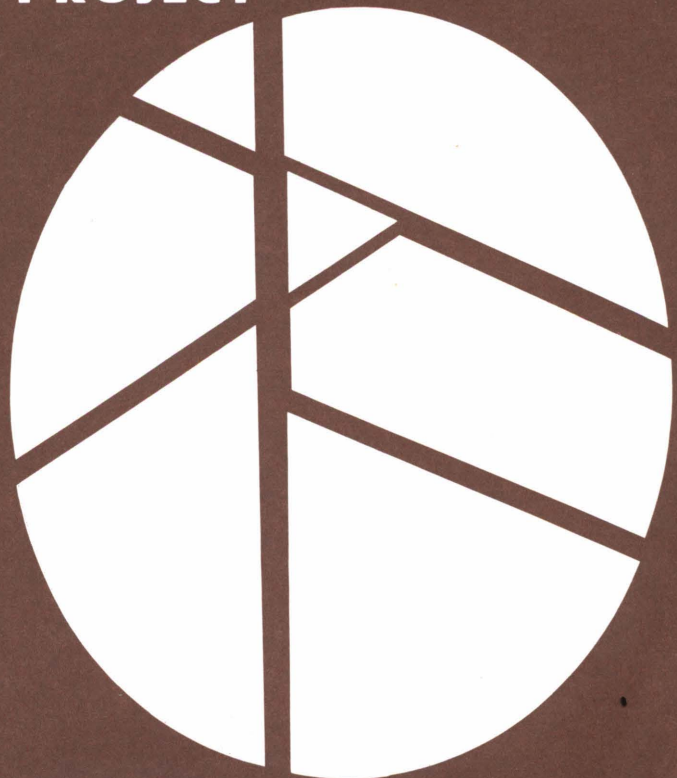


Publication 346-112
Reprint November 1981

Virginia Cooperative Extension Service
Extension Division
Virginia Polytechnic Institute and State University
Blacksburg, Virginia 24061



THE TOTAL YOU
4-H GROOMING PROJECT



NAME _____

CLUB _____

LD
5655
A762
no. 346-112
VPI
Spec

Table of Contents

To Members	4
What's My Total Picture?	5
Project Requirements	6
A Daily Plan for Body Cleanliness	6
Your Hands Tell	7
Your Smiling Face	8
After Every Meal?.....the Teeth	10
Your Crowning Glory	11
Posture Counts	12
Clothing Counts	14
Personality Plus	14
Summary	15
What's My Total Picture?	16
My Record	17

Virginia Cooperative Extension Service programs, activities, and employment opportunities are available to all people regardless of race, color, religion, sex, age, national origin, handicap, or political affiliation.
An Equal Opportunity/Affirmative Action Employer

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, and September 30, 1977, in cooperation with the U. S. Department of Agriculture. Mitchell R. Geasler, Interim Dean, Extension Division, Cooperative Extension Service, Virginia Polytechnic Institute and State University, Blacksburg, Virginia 24061; M. C. Harding, Sr., Administrator, 1890 Extension Program, Virginia State University, Petersburg, Virginia 23803.

To 4-H Parents and Leader:

This 4-H members' guide is intended to help your 4-H member grow and experience the 4-fold development of Head, Heart, Hands, and Health by providing learning experiences in good grooming. This guide is designed for more than one year's use. During the first year that the project is taken one activity in a certain area may be done to help complete the project. The second year another activity in the same area or a different area may be completed to fulfill requirements for the project. If the 4-H member decides to take the project for a third year, he will select new activities in the same or different areas. You will want to adapt this information to meet the needs of each 4-H member for every year the project is carried.

A boy or girl first needs to realize the importance of an attractive appearance, good grooming practices, and a pleasant personality. He then needs to want to improve himself. You, as a parent or leader of the 4-H member, can help him to reach his goal of self-improvement by your motivation, conscientious cooperation, and interest. Perhaps there will be times when you hesitate to let the 4-H member try an activity on his own, but with your "guidance" he can complete the job. For instance, a 4-H girl will want to shampoo and set her own hair, and with your guidance she should be allowed to attempt this learning experience.

We know you will be delighted to aid 4-H members in accomplishing their goals through this 4-H grooming project.

The Extension Clothing Specialists

To Members:

Welcome! You are about to begin an exciting 4-H project for yourself. "The Total You—4-H Grooming Project" was designed to help 4-H boys and girls help themselves.

The title is a clue to the project, for now you will be trying to make "the total you" more pleasing to yourself and others. This project will require sincere effort on your part to be satisfactory. Set goals as to what you want to do each year. Try to break bad habits, such as nail biting, and replace bad habits with good ones. Record your progress in reaching goals and breaking bad habits. The success of this project depends on you. Your 4-H leader and Extension Agent are most willing to assist you.

The "new you" will not come immediately. Through this project you will learn steps to take to reach this goal, but until these steps become a daily or weekly habit you will not notice any change.

This project can be carried for more than one year. The first year you will select an activity in each of any 3 areas you prefer. The second year you can select a different activity in the same 3 areas or you can choose other areas. If you take this project a third year you will want to select new activities in any 3 areas. Each year you will complete the record sheet for your activities and progress in the project. There are 3 copies of this record sheet at the end of the guide, one for each year.

Once you finish the project you will want to continue practicing what you have learned. Benefits will be long lasting!

Good luck to you!

The Extension Clothing Specialists

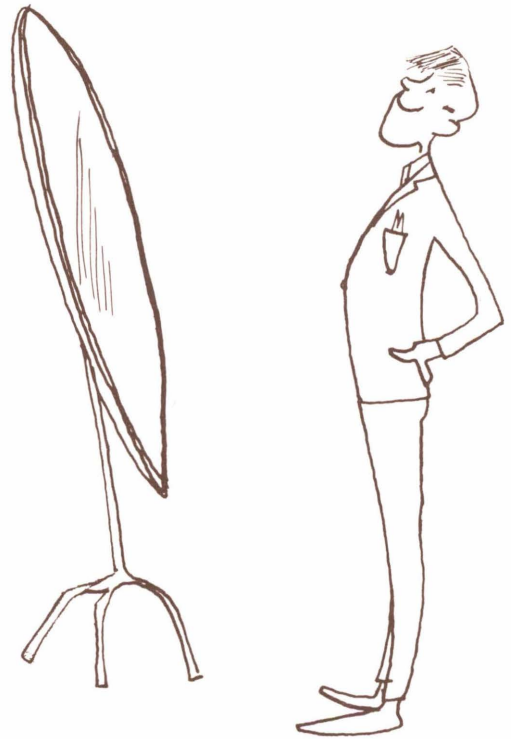
The Total You

4-H Grooming Project

In this project you will be working on yourself. You will be trying to improve yourself to create a more pleasant person. In order to do this, let's take a look at your total picture.

Look in a mirror. What do you see? A mirror tells you a lot about yourself. It shows how others see you. It reveals your good features as well as your bad.

Let's look at the picture *you* see in the mirror. Do you like what you see? Check the following points for each year you take the project. Use this enclosed checksheet each year.



What's My Total Picture?

	Yes	No
1. I have a pleasant smile on my face.	-----	-----
2. My hair is smooth and neat.	-----	-----
3. I have clean skin with good coloring.	-----	-----
4. My hands are clean and fingernails a nice shape.	-----	-----
5. I'm sitting up tall with good posture.	-----	-----
6. My eyes are sparkling from a good night's sleep.	-----	-----
7. My shoes are clean and polished.	-----	-----
8. My clothes are pressed and in good repair.	-----	-----
9. I brushed my teeth this morning before I left home.	-----	-----
10. I ate a good breakfast this morning.	-----	-----
11. I look forward to today's happenings.	-----	-----
12. I left my bedroom neat and put all clothes away this morning.	-----	-----
13. I exercised yesterday either outdoors or indoors.	-----	-----
14. I enjoyed talking with a stranger recently.	-----	-----
15. I walk with pep and good posture.	-----	-----

Did you like the answers you gave to these questions? Were there some habits you wish to break or new habits you want to begin? This will require an effort on your part. You will want to plan a routine of activities so that your efforts will be easier. Caring for yourself to have the best possible "total you" can be fun!

Project Requirements

Here are the things you will do each year to complete the 4-H Grooming Project, "The Total You."

1. Select 3 areas you would like to improve.
2. Develop a plan of self-improvement and set goals for yourself.
3. Perform care habits for at least 4 months in any 3 of the following areas:
 - a. A Daily Plan for Body Cleanliness
 - b. Your Hands Tell
 - c. Your Smiling Face
 - d. After Every Meal? . . . the Teeth
 - e. Your Crowning Glory
 - f. Posture Counts
 - g. Clothing Counts
 - h. Personality Plus
4. Make notes of your progress.
5. Complete records for yourself.
6. Give at least 2 demonstrations or illustrated talks on good grooming to your club or another group. (Your first demonstration or talk will be simple and not too involved. You can show and tell your friends how to and why they should perform a certain activity to care for themselves.)

Each year you take the project you will want to select new activities to help improve yourself. You may have discovered when you looked in the mirror that you needed help with daily cleanliness or maybe care of hair. Decide what you need to do and let's begin!

List the 3 areas you and your club members are going to work on this year.

1. -----
2. -----
3. -----

Read the sections in this guide for the 3 different areas you choose. Set your goals for self-improvement. Plan your activities to reach these goals. Now you're ready to start!

A Daily Plan for Body Cleanliness

Self care begins with daily cleanliness. You are interested in caring for yourself so that you

will be a more pleasant person for others to know and to be with. Soap and water are necessary to achieve daily cleanliness. The type of soap you select will depend on your type of skin. If your skin is sensitive you will want to select a pure, mild soap. If you do not, you might dry your skin or have a reaction or rash caused by the wrong soap. If your skin is normal, any soap which will get you clean is suitable. Perfumes do not make soap better. They usually improve the smell and increase the price. There are many soaps available in stores today in different sizes, colors, and shapes. Once you find the one you like, you can save money by buying these in quantities.

If you have problem skin and cannot find the right soap for you, talk with a doctor. He will suggest the one best for your skin condition now and later.

A Bath or a Shower?

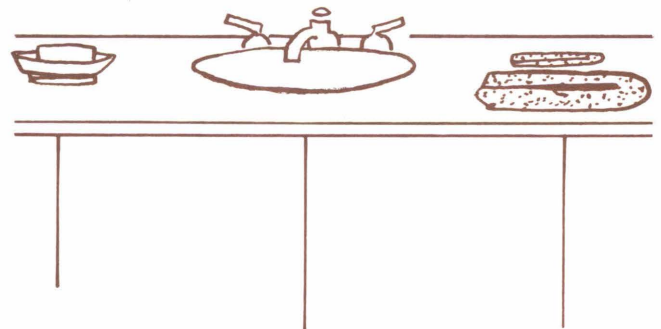
You can select either a tub bath or a shower for daily cleanliness. Either a bath or shower can be taken as quickly or as slowly as you wish. Usually a shower is taken to pep you up, but you can get just as clean in a shower as you can in a bath.

For the best shower, wet your body before soaping. Take time to scrub and wash all over. Pay particular attention to the feet which often are neglected in a shower. Follow with a warm water rinse.

A tub bath can be relaxing. Be sure to soap all over, scrub elbows and feet, and rinse thoroughly for a cleaner you.

Supplies you will need for personal cleanliness:

1. Soap
2. Warm, hot, and occasionally cold water
3. Sturdy, clean washcloth and towel



Additional supplies to consider:

1. Shower cap for girls
2. Small foot brush
3. Back brush with long handle

Your Hands Tell

Do your hands give you away? Are you neat and careful about everything except your hands? Girls are usually more aware of the appearance of their hands than boys, but boys need to think about them also. The businessman, the engineer, the doctor, and many other persons rely greatly on their hands. Nicely groomed hands indicate a confident and able person.

The first step to more attractive hands is to wash them frequently during the day. Use mild soap, lather hands and wrists, rinse, and dry thoroughly. Push back the cuticles on your fingernails when hands are dried. The application of lotion or hand cream will replace the natural oils lost by washing.

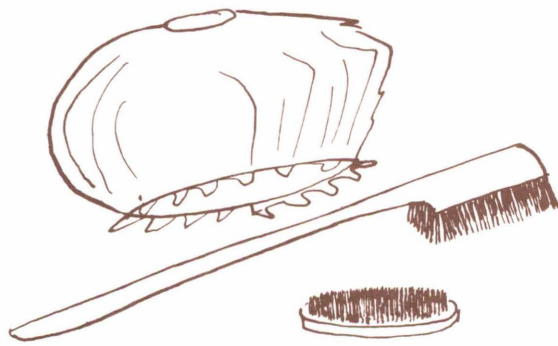
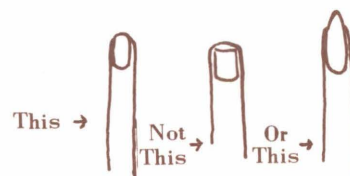
Boys and girls both need a weekly manicure. Equipment which you will need for this manicure includes:

- Nail file or emery board
- Small nail scissors or clips
- Nail brush
- Warm, soapy water in pan
- Vaseline or cold cream
- Orange stick
- Absorbent cotton
- Cuticle oil
- Towel



(Nail polish and polish remover optional)
Your leader can explain and show you each of these supplies. The weekly manicure can be done in this way:

1. Clip and file nails to a smooth and neat shape. You can use a nail file or emery board. File nails in one direction only. Be sure to keep the length attractive. Too long, pointed nails as well as too short, stubby nails are not attractive.
2. Soak fingertips in warm, soapy water for a few minutes. Scrub nails with a soft nail brush and then dry.
3. Put vaseline or cold cream on cuticle to soften. Wrap the broad end of an orange stick with cotton and dip in cuticle oil. Push back cuticle with this cotton-wrapped stick until base of nail is smooth and a half-moon shows. Do not cut cuticle for this will make



Follow your bath or shower with a brisk rub down with a clean, nubby or rough bath towel. This is good for circulation and will pep you up.

Now is the time to apply a deodorant to underarm areas where perspiration forms. You want to be a pleasing companion and use of a deodorant prevents you from offending others. There are different types of deodorants which you can use. Deodorants stop body odors. An antiperspirant stops both perspiration and odors. Check the label to see which you are getting. Follow instructions on the label for application. With use you may find you like one type or brand better than another.

One other thing before you forget—after your bath or shower push back the cuticles on your fingernails and toenails. The cuticle is the skin framing the finger- or toenail. Pushing it back daily while it is still soft from a warm bath or shower will help you have nicer nails. Push back cuticles so a “half-moon” shows.

A reminder as you finish your bath or shower—be sure to leave the tub or shower stall and bathroom neat for the next person. Hang up your towel and washcloth. Use a sponge or brush and scouring powder to clean tub or shower stall when you are finished. Leaving the bathroom neat not only will make you popular with the rest of your family but also is a good habit to remember when visiting.

Let's check your progress for a week in daily body cleanliness.

I took a bath or showered.

I cleaned the tub or shower stall after I finished.

I remembered to push back cuticles on hands after bath or shower.

I kept my bathing supplies in good condition.

I used a deodorant or antiperspirant each day.

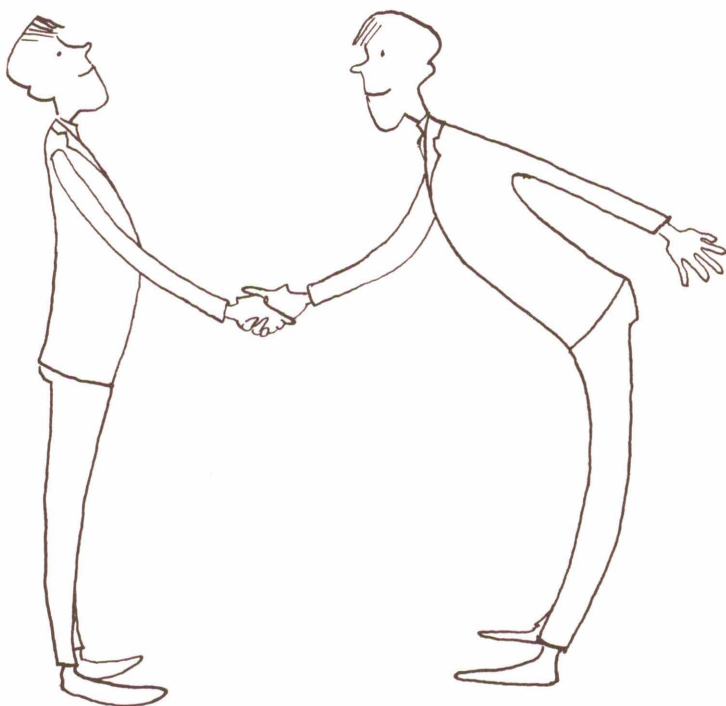
I hung up my washcloth or towel after use.

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
I took a bath or showered.							
I cleaned the tub or shower stall after I finished.							
I remembered to push back cuticles on hands after bath or shower.							
I kept my bathing supplies in good condition.							
I used a deodorant or antiperspirant each day.							
I hung up my washcloth or towel after use.							

it grow thicker. You may need to trim the loose ends of the cuticle at the sides of the nail but this is all that is necessary.

4. Rinse and dry hands thoroughly.
5. You can polish nails by rubbing them on a rough dry towel or by rubbing the nails of one hand on the palm of the other. Girls, if you use nail polish, choose a clear or neutral shade. Remember, fingers look best when polish is either on or off, not half-way in between. Apply polish in 3 long, even strokes.

Now that your hands are attractive, keep them that way. Don't fidget or move your hand nervously, wring your hands, or bite your nails or cuticles. Keep your hands relaxed and at ease in all you do. When you greet a person extend an attractive hand for a warm and sturdy handshake. Nothing is more undesirable than a limp handshake.



A word about meeting people, introductions, and handshaking—when you are introduced to a stranger, smile, and respond to the introduction by a friendly greeting such as “How do you do, Mr. Jones” or “Hello, Bob it's nice meeting you.”

If you are introducing 2 people always mention the more important person or the one you wish to honor first. For instance you will name an older person before a younger, a girl before a boy, a woman before a man, your parents before a friend your age, a teacher before a student, and your mother before a teacher. Then give some information about the people you are introducing so that they can begin a conversation easily. Your introduction might go like this:

“Mother and Dad, I would like you to meet Jim Smith.

Jim and his family just moved here from Staunton. He is in my history class.”

Men shake hands to greet each other. A man does not offer to shake hands with a lady unless she extends her hand first. A young man if seated always rises when being introduced or when someone enters the room. A young girl may remain seated unless she is the hostess, is being introduced to an older man or woman, or an adult enters the room.

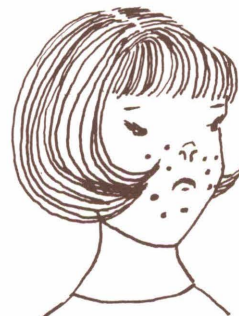
To present the best hand to another, be sure your hands are in top shape. If you have the bad habit of nail-biting, work at correcting this. Have others help you with this problem. Set a goal for a date when you want your fingernails to be nice. Do your best to stop biting nails to meet this goal. Perhaps a commercial nail polish or treatment to stop nail-biting may work for you. Learn to keep your hands relaxed so that you are not conscious or aware of them. This not only will help with the nail-biting problem, but will keep others at their ease.

Some girls will want to give each other a manicure. To do this gather all your equipment and follow steps in giving a manicure. You might have to practice several times before you feel you can give a successful manicure.

Your Smiling Face

Have you ever wished you had nice, clear skin?

Does your face occasionally break out in unattractive blemishes?



If so, you are not alone. You and many of your friends are going through a normal period when your skin's oil glands are extremely active and an occasional pimple or blemish may result. This condition can be helped by proper care so that you do not develop acne, a bad case of skin blemishes. If you have not reached this age yet, blemishes may not be a problem. Proper care of the face now will help to prevent skin problems in the future. Let's form good habits for now and later.

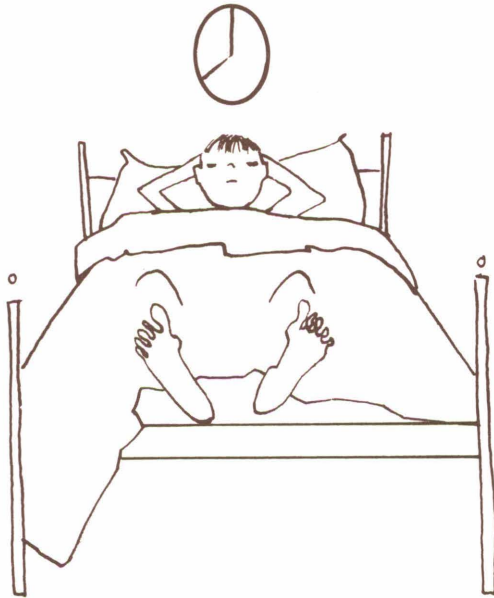
Have you ever heard the saying “Beauty is only skin deep?” It is not true, but a clean, well-nourished skin is a basic ingredient for building handsome or more attractive you. How can you achieve this type of skin? *Prevent* rather than cure skin problems through good care.

Here are 4 care ingredients necessary to have nice skin:

1. Rest
2. Proper food
3. Exercise
4. Cleanliness

Rest

Much has been said about the amount of rest you need. About 8 hours a night is a good guideline to follow. Sufficient rest will improve your complexion and your coloring, will give you more vigor for a full day of work and fun, and will add a sparkle to your eyes. Remember, life is too exciting to go through it tired. Get plenty of undisturbed rest each night for the next day's activities.



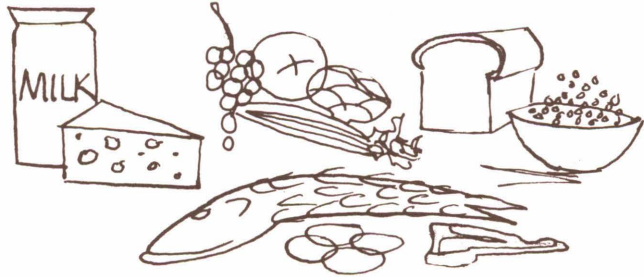
Proper Food

It is possible to eat too little just as it is too much. If you skip meals or go on a fad diet you probably will find yourself snacking between meals. The result will be a pasty, dull complexion, and no pep.

If what you really want is a clear complexion, shining eyes, and glowing hair, you will let the right kinds of food help you. Plenty of fresh fruits, vegetables, meat, and milk will contribute to good nutritional health. Do not substitute all rich desserts and snacks for the foods you really need. For a peppy and more attractive you, choose your meals and snacks wisely so you include the following foods everyday:

- 3 or more servings of milk or milk products
- 4 servings of fruits and vegetables
- 2 servings of meats and meat substitutes
- 4 servings of whole grain or enriched bread or cereals

When you eat foods from these food groups, you not only will feel better but you also will look better. What did you eat yesterday for all your meals and snacks? Did you eat the proper types of food? Or did you have more rich foods and sweets than are necessary? Improve your eating habits each day so you get the foods you need.



If you would like to learn more about nutrition and the foods you eat, ask your leader how you can enroll in the foods and nutrition project.

Exercise

A healthy, glowing skin is one product of exercise in fresh air. Exercise and fresh air stimulate the skin and sunshine adds extra color to flatter you. Be sure you participate in outdoor exercise or activities to have a nice, clear skin in addition to a healthier figure.



Cleanliness

A good basis for a clear skin is proper cleansing. This means a thorough soap and water scrubbing. Pimples, blackheads, whiteheads, and other blemishes are often caused by improper cleansing. Lack of sleep, a poor diet, and little fresh air and exercise also prevent your having a clear skin. Steps to follow in washing the face:

1. Wash face and neck with soap and water lather, using a clean washcloth and/or facial brush. You should wash your face as often as necessary, either once, twice, or 3 times

a day. At this time your skin is probably oily and washing at least twice a day, in the morning and at night, will help keep your face clean and free of blemishes.



2. Massage face and neck with an upward and outward motion with special attention to nose, chin, and forehead.
3. Use warm water to rinse off all soap. A final rinse with cool water will help close the pores of your face from dirt.
4. Pat face dry with clean towel. If you do not dry your face thoroughly, it will chap more readily.

The best way to achieve a pretty, clear skin is regular washing, proper food, sufficient rest, and exercise. Keep a record of your activities and your progress. If skin problems continue, see a doctor or a nurse for advice. He may prescribe a special soap, cleanser, or other treatment.

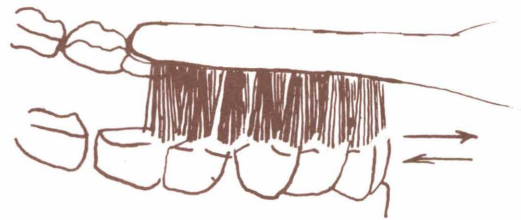
A clear skin is only as good looking as the smile on your face. A friendly smile is your best introduction and can do much to put you and others at their ease. When you meet others, smile to greet them. A pleasant facial expression will make others want to know you better. Put your best face forward. The most important part of your smile is your teeth.

After Every Meal? . . .the Teeth

Before you finish the care of your face, remember the commercial about brushing your teeth after every meal. What makes teeth decay? Dental scientists do not have a full answer to this question. They do know that pieces of food, especially sugars, if left in the mouth form bacteria. Bacteria attacks the enamel, or hard surface of the teeth, and forms cavities. You will want to care for your teeth regularly so that your smile is a winning one, both now and in the future. Good dental health includes not only care of teeth, but also care of gums and jawbones.

Maybe you can't brush your teeth after every meal, but be sure to do it at least twice a day, once in the morning after breakfast and once at night after the evening meal. Proper care of teeth requires your own good bristle brush, tooth paste or powder, and a drinking glass and water. Brush teeth as follows:

1. Clean chewing sides of teeth by brushing back and forth across them with points of bristles.

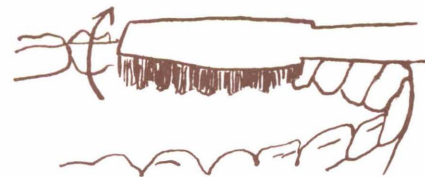


2. Brush outer sides of upper and lower teeth with a rolling motion by brushing away from the gums. Massage your gums while brush-

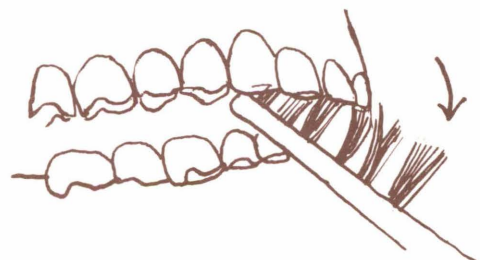


ing by placing toothbrush on gum and tilting it a little before brushing. Always remember to brush teeth as they grow, from gums to end of teeth; brush upper teeth down and lower teeth up.

3. Clean inner sides of teeth in the same way you did outer sides.



4. The inner sides of front teeth should not be neglected. Again brush from gum to cutting edge of teeth.



In addition to the daily brushings of teeth there are other things to do to keep your smile sparkling. Eat the proper foods and avoid excess sweets and starches. See your dentist twice a year for a check-up. He will help you protect your dental health by checking your teeth and gums. It is better to locate and fix trouble early before it gets too bad.

How did *you* do in your daily plan of caring for your teeth?

Your Crowning Glory

Let's move up the picture a little to your crowning glory and continue your daily care. One of the first things a person notices when he sees you is your hair. Is your hair as attractive as you want it to be? A shiny, smooth, well-groomed head of hair will attract attention and admiration from others. Boys, as well as girls, should establish a routine of caring for their hair.

Do you take time each day to care for your hair? Set up a daily schedule. You will want to practice each of the following steps until they become habits:

Daily Care--

Massaging, Brushing, Combing

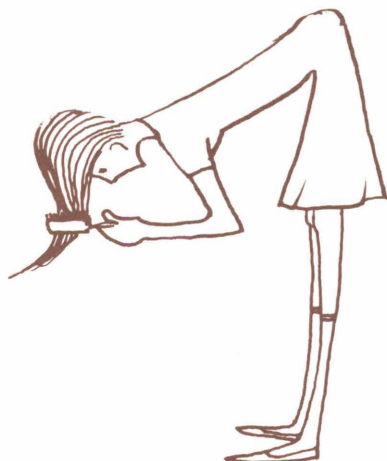
Massaging and brushing each day will stimulate hair roots, remove dust and loose hair, and give a glowing, healthy look by distributing the natural oils to all parts of the hair.

How To Massage

Massage all of scalp with cushion of fingers, (the soft part of the end of the finger, not the nail), beginning at nape of neck (hairline at back) and work forward slowly to top of head and forehead. Do this every night or every morning for about 60 seconds before brushing.

How To Brush

Bend from waist and use a clean and firm natural bristle brush to brush hair with *long, flowing* strokes from roots of hair to ends. A natural bristle brush is kind to the hair and scalp



and will not damage the strands of the hair. Do not jerk or pull hair, but brush with a smooth continuous motion. Girls should brush hair about 100 strokes every day. Boys should brush hair thoroughly every day. Not only is this good for your hair and scalp, but it also helps to tone upper arm muscles and increases circulation of blood to the head.

How To Comb

Comb hair regularly and with care to keep it neat and in place. *Never comb hair in public.* Do not use someone else's comb or lend yours. You may take care of your hair and comb, but does the other person?

In addition to daily care, there are some things you will want to do occasionally to care for your hair.

OCCASIONAL CARE

Shampooing

There is no set rule as to when you should wash your hair. Simply wash it when it is dirty or as often as necessary. This may be once a week for some people, more frequently for another, or 10 days to 2 weeks for a third person. When your hair begins to look limp and shows signs of excess oil, it is time for a shampoo. Select a shampoo that will clean your hair well and will leave it shiny and easy to manage. There are many shampoos in the stores today. Price does not always determine if the shampoo is good.

Before you begin your shampoo, massage and brush hair and scalp. To shampoo:

1. Wet your hair thoroughly and apply shampoo.
2. Massage scalp with cushion of fingers, not nails. Be sure you reach all parts including the ends and the roots.
3. Rinse in warm water.
4. Repeat shampooing.
5. Rinse well until hair "squeaks" so you know all soap has been removed.
6. Dry hair with clean towel.

After shampooing boys will want to massage a little hair tonic with cushion of fingers into scalp before they comb hair in place. Girls might



want to use a hair-setting lotion before setting hair in desired style. Every time you wash your hair remember to wash comb and brush and allow brush to dry by turning it up on bristles before using. Do not brush wet hair with a wet brush.

Practice shampooing your own hair first. Girls, when you feel you can, give another girl a shampoo. Follow all the steps from massaging and brushing through shampooing. It will take some time before you feel you can do this well. Record your progress with each shampoo you give either to someone else or yourself.

Cutting or Trimming Hair

Your hair should be trimmed regularly. How often depends on the rate of growth. Boys will probably need a haircut every 2 to 3 weeks to look neat. Girls should have their hair shaped by a professional hair dresser when needed.

Be sure to select a hairstyle that suits you and one you can care for yourself. Your choice of hairstyle will depend on 3 things:

1. Your activities and the kind of life you lead. Are you active in sports or a late riser? If so, you will want an easy to care for hairstyle.
2. Your type of hair. Is it coarse, fine, curly, or straight? The texture will determine your hairstyle.
3. Your face shape. Is it round, square, rectangular, triangular, etc.? Certain hairstyles especially suit some face shapes.

Once you find an appropriate hairstyle, keep it neat and attractive with regular care. For girls, setting your hair in the desired style is another most important way to care for your hair. A hair dresser can give you much advice as to how you can set your hair by yourself to have a neat, professional look.

There are many different ways to set your hair. Bobby pins can be used to give a tight curl. Clips are used for a softer wave. Rollers, depending on the size, will give a soft wave. Small rollers give a tighter curl while a large roller gives a smooth, non-curly set. You will want to try different ways to set your hair to get the style you want. You might also like to set another girl's hair so that it will be appropriate for her. This will take some practice before you can do it well. Practice setting your own hair and another person's. Record what you have learned.

Posture Counts

When you looked in the mirror what did you see? Were you slumped or slouched or were you standing up straight and tall? Good posture certainly adds to a becoming appearance. You will have more energy and tire less if you sit, stand, and walk with your best posture.

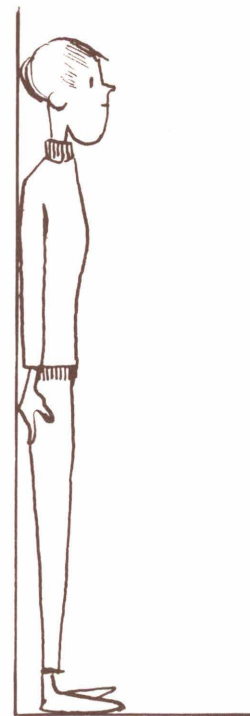
The best looking clothes will do little to improve your appearance if your posture is poor. How do you stand? Look at others around you

and then look in the mirror. Do you see what a difference posture can make to one's appearance? Good posture makes your clothes look even better.

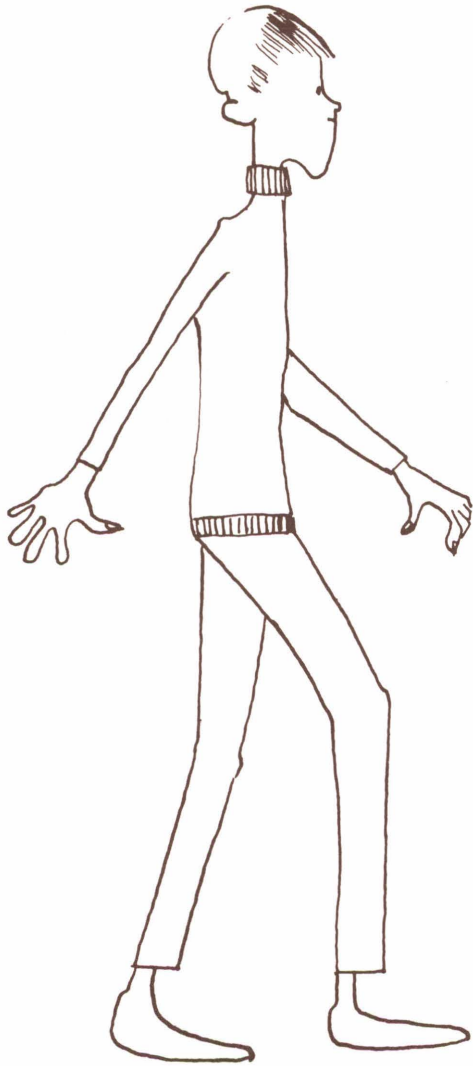
Another reason for good posture is for good health. If you slouch or slump your organs will be cramped. It takes less energy to stand, sit, and walk with good posture than it does with poor. You will be less tired and have more energy to do the things you enjoy if you learn to practice good posture. Those of you who engage in sports know the importance of posture to help you play your best game.

Sit and walk as well as stand with good posture. You are on display every moment of the day and in *everything* you do. Even if you are by yourself, practice good posture. If you don't, it will show later. Careful attention to your posture now will result in an improved figure for the future.

Stand with your back against a wall or door and feet about 4" away from it. If you can put your arm between your back and the wall or door easily, you are sway-backed. Try to pull your stomach in and push flat to the wall so that you feel like your stomach is against your backbone. Hold that position and walk away. Check in a mirror to see how straight you are with this new posture.



Walk with head high, shoulders back, abdomen pulled in, rib cage lifted, and knees slightly bent. Relax and walk naturally. Try walking with a book on your head. With a little practice you will have a smooth, gliding walk.



YES

Sit on that part of your body that was designed for sitting—your hips and buttocks. Do not slouch or let your back make an “S” curve. Bend from the hip, not the shoulder, when you study or write at a desk. Much of your time is spent sitting—at a desk in the classroom or at home, eating meals, reading, relaxing, attending sports events, and watching television—so watch that sitting posture.

Be aware of your posture from the minute you get up in the morning until you go to bed at night. Practice good posture every day and whenever you feel yourself slump, straighten up. Exercises, such as deep-knee bends, sit-ups, push-ups, and toe-touching will help improve your muscle tone and posture. Many of your figure faults can be corrected with good posture and exercise.

You and your friends can work on this together. Have someone watch you and tell you when your good posture slips. In turn, you can help your friend improve his posture. Organize an exercise group to keep yourself in shape.

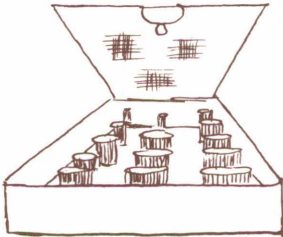


NO

Clothing Counts

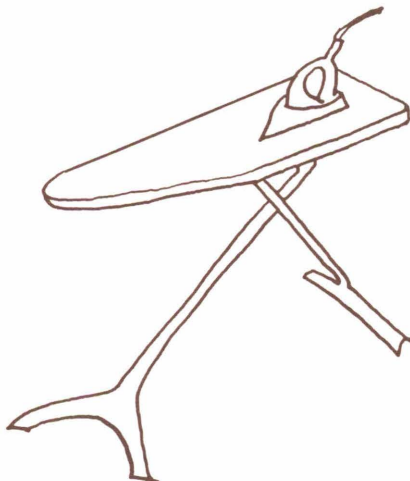
How does your total appearance look? Have you forgotten anything? Do you know that 90% of what a person sees when he looks at you is your clothing?

Although you may not have the money to be fashionably dressed, everyone has the time and ability to be neat and attractive. Don't be guilty of tears, falling hems, loose buttons, wrinkled or dirty clothes, or rundown shoes. These are the enemies that will ruin your appearance.



Learn to repair clothing by mending, sewing on buttons, or replacing hems. Once your clothes are repaired, keep them clean and neatly pressed. Clothes will stay neater longer if they are stored properly. Check the storage at your home and improve it if possible. There are many products on the market which you can use to improve storage or you can make your own from articles available in most homes. Additional shelves in closets will keep things from the closet floor, making a neater closet. Make wise use of available space and keep clothes neat longer by using storage. Hang or put clothes in drawers when you are not wearing them. Although this will take a few extra moments it will save you time in pressing and money in cleaning, repairs, and replacements. There are many different types of clothes hangers available in stores. You might want to take a trip to a store to see the hangers and articles for storing clothes.

Proper pressing and ironing of clothes is necessary for a neat appearance. Become acquainted with the equipment and techniques used in ironing and pressing clothes. Take the responsi-



bility of ironing your clothes now. You will need this information when you finish school and either continue in college or go to work.

Sweaters are another most important part of a wardrobe. Read the labels and follow instructions for caring for your sweaters. Fold and place sweaters flat in drawer when not being worn. Do not hang on hanger for they will stretch out of shape. Your leader can help you with pressing, ironing, washing sweaters, and other repairs of clothing. Extension publications are available on some of these topics.

The best appearance can be ruined by shapeless shoes with thin soles and run down heels. Keep the soles on your shoes in good repair. They will not only look better but will last longer. Let shoes rest between wearings to add to their life. To keep their shape, stuff shoes with paper or put them on a shoe tree. Shine often and buff when necessary between wearings.

To keep shoes looking nice you need to take good care of them. Collect polish, shoe brush, and soft cloths for polishing and put in one place so you will have them on hand at all times. A cardboard box can be used to hold these things or boys might want to make a wooden shoe box. To store shoes boys might want to make a shoe rack to put on the floor. Girls could make a shoe bag to hang on inside of closet door.



Personality Plus

Now that you have practiced good grooming habits, let's keep up the good work. Continue your habits and improve your techniques or methods in carrying out certain tasks. Soon the mirror will show the results of your efforts.

But appearance is only a part of "the total you." Your "personality" is another most important part. Everyone has a personality. It can be good or bad. Of course, you want your personality to be the best. Answer the following statements by checking either "yes" or "no".

	<u>Yes</u>	<u>No</u>
1. It is easy for me to meet other people.	_____	_____
2. I get along well with my family and friends.	_____	_____
3. I let others talk in a conversation.	_____	_____
4. I am a good listener.	_____	_____

	<u>Yes</u>	<u>No</u>
5. I am pleased when other people succeed.	_____	_____
6. I look for good things in people.	_____	_____
7. I do not share in gossip.	_____	_____
8. My feelings are not hurt easily.	_____	_____
9. I enjoy spending some time by myself.	_____	_____
10. I am modest and do not boast or brag of my activities.	_____	_____
11. I do not mind when other people disagree with me.	_____	_____
12. I seldom lose my temper.	_____	_____
13. I know my own abilities.	_____	_____
14. I am cheerful.	_____	_____
15. I keep my promises.	_____	_____
16. I have good manners at all times.	_____	_____

If you had more “no’s” than you want, let’s do some work on improving that personality of yours.

Personality—what is it? Your personality is made of many things:

- How you look
- How you feel
- What you believe
- What you think is important
- How you act

Your personality determines what you are. What others think of you and whether they enjoy being with you depends greatly on your personality. Are you at your best at all times or do you have good manners only for special occasions or people? Work on your personality. Make it what you want it to be. Try to check all the questions with a “yes” the next time.

To add to that “total you,” learn to develop “poise.” Poise is a difficult word to define. It is used to describe characteristics or traits which are or are not present in a person’s actions. To be a poised person you carry yourself gracefully and are at ease in all you say and do. When you are poised you can meet people well and can carry on conversations with many different people. You know what others expect of you in

certain situations. You practice good manners at all times. You are not confused when introducing one person to another or when being introduced.

Poise does not come overnight, but with steady, determined work you can begin to gain the feeling. Effort on your part is necessary. You and your friends can work together on this and can help each other develop poise. A pleasant voice and the ability to carry on a conversation easily are most important. Listen to your voice and try to realize what impression it makes on others. Work with a friend and get his truthful opinion of your voice. Read sentences aloud to improve the expression and tone of your voice. Increase your vocabulary and improve your pronunciation of old and new words by using the dictionary. Don’t forget to listen also when you talk with another person!

When you meet a stranger for the first time, try to begin a conversation. He probably is nervous and will be glad you are trying to be friendly. When you know you are going to meet new people think ahead of time of at least 3 topics you might talk about. By doing so, you will avoid the nervous silence of just being introduced to someone and not having a thing to say. To be able to discuss something intelligently, keep up to date through reading and participating in school, church, and outside activities. Only an interesting person can carry on an interesting conversation.

Summary

The 4-H grooming project “The Total You” provides many opportunities for learning, self-development, and self-improvement. While you are enrolled in this project you learn to work with others. Appropriate visits and tours provide worthwhile learning experiences. You not only increase your knowledge and that of your friends but also practice speaking before a group by giving at least 2 demonstrations or illustrated talks on some topic dealing with grooming or personality development.

We know you have enjoyed the experiences in this project. You will want to keep accurate records of your progress in reaching the goals you set. Check your progress at the end of each year that you take the project by completing the checksheet “What’s My Total Picture?”

Once you have completed this project, you cannot forget anything you have learned. Continue your good habits and take new steps to make “the total you” a “better you.”

What's My Total Picture?

	Yes	No
1. I have a pleasant smile on my face.	-----	-----
2. My hair is smooth and neat.	-----	-----
3. I have clean skin with good coloring.	-----	-----
4. My hands are clean and fingernails a nice shape.	-----	-----
5. I'm sitting up tall with good posture.	-----	-----
6. My eyes are sparkling from a good night's sleep.	-----	-----
7. My shoes are clean and polished.	-----	-----
8. My clothes are pressed and in good repair.	-----	-----
9. I brushed my teeth this morning before I left home.	-----	-----
10. I ate a good breakfast this morning.	-----	-----
11. I look forward to today's happenings.	-----	-----
12. I left my bedroom neat and put all clothes away this morning.	-----	-----
13. I exercised yesterday either outdoors or indoors.	-----	-----
14. I enjoyed talking with a stranger recently.	-----	-----
15. I walk with pep and good posture.	-----	-----

My Record

“The Total You—4-H Grooming Project” (1st) Year Year 19___

Name

Parents' Name

Address

Club County

Club Leader's Name

Your Age Your Grade in School

List the 3 areas you studied.	How many months on each.
1. _____	_____
2. _____	_____
3. _____	_____

List the most important things you learned this year in the 4-H grooming project.

When you answered the check sheet “What’s My Total Picture?” again, what improvements or changes had you made? List these improvements or changes.

What were the topics of the demonstrations or illustrated talks you gave?

Did you go on a trip, tour, visit, or make an exhibit for the project? If so, tell what you did.

How do you plan to continue your work in grooming next year?

My Record

"The Total You—4-H Grooming Project" (2nd) Year Year 19___

Name

Parents' Name

Address

Club County

Club Leader's Name

Your Age Your Grade in School

List the 3 areas you studied.	How many months on each.
1. _____	_____
2. _____	_____
3. _____	_____

List the most important things you learned this year in the 4-H grooming project.

When you answered the check sheet "What's My Total Picture?" again, what improvements or changes had you made? List these improvements or changes.

What were the topics of the demonstrations or illustrated talks you gave?

Did you go on a trip, tour, visit, or make an exhibit for the project? If so, tell what you did.

How do you plan to continue your work in grooming next year?

My Record

"The Total You—4-H Grooming Project" (3rd) Year Year 19---

Name -----

Parents' Name -----

Address -----

Club ----- County -----

Club Leader's Name -----

Your Age ----- Your Grade in School -----

List the 3 areas you studied. How many months on each.

1. _____

2. _____

3. _____

List the most important things you learned this year in the 4-H grooming project.

When you answered the check sheet "What's My Total Picture?" again, what improvements or changes had you made? List these improvements or changes.

What were the topics of the demonstrations or illustrated talks you gave?

Did you go on a trip, tour, visit, or make an exhibit for the project? If so, tell what you did.

How do you plan to continue your work in grooming next year?

