



We recommend that you create a Program Summary for your final session with clients to celebrate their progress toward their goals and help them stay on track once they finish working with you. A Program Summary illustrates how even small steps have a major impact on your clients' overall health and well-being, and may lead them to resign with you once they see how far they've come!

How to create a Program Summary for clients:

### 1. Health History Summary

Summarize the Health History. Write a paragraph or two that includes the client's original condition including their weight, description of how they felt (poor energy, lack of sleep, etc.), types of foods they ate, and health concerns. Be sure to use the client's own words.

For example: "You began this program at \_\_\_ pounds and desired to weigh \_\_\_\_. You stated you felt \_\_\_ and frequently ate foods like \_\_\_\_, \_\_\_\_, and \_\_\_\_." And so on . . .

### 2. Goals

Restate the client's goals from session 1, in their own words.

For example: "In our first session, we established your goals for one month, three months, and six months. These were listed as: \_\_\_\_\_."

### 3. Accomplishments

Use your session notes to fill out the Client Accomplishments form. Then, add those to the Program Summary. Or, simply attach a copy of the form.

Clients rarely remember how much progress they have made during their six month program, so help them celebrate their achievements! No accomplishment is too small. Include notes where the client mentioned feeling better or noticed the effect of a new food or lifestyle choice.

Consider the client's:

**I. Food and Eating Habits.** Recap the client's progress with food and eating habits based on your notes, Revisit Forms, and Client Progress Form.

**II. Family Eating and Other Patterns.** Review the client's success with healthy family meal planning and other positive changes during the program.

**III. Overall Feelings of Improved Well-Being.** This includes improvements in physical health and personal growth and development (business, relationships, spirituality, primary foods, etc). Add in notes that are not related to eating or nutrition.

Present the Program Summary to your client as a take-away from their final session. As a wrap-up exercise, give them a copy of the Completion of Your Program form and have them write down each accomplishment as you read them from the Client Accomplishments form.

This activity helps to end the program on a high note, and encourages your client to continue improving their health and happiness.