

TIPS FOR MANAGING YOUR ENERGY.

Consider the following four areas of energy management and have a think about two things you can commit to working on that will help improve your energy. As you start to notice improvements, come back to the list and choose another couple of areas to work on.

Energy levels ebb and flow throughout the workday, so take advantage of your own peak times to get things done.



Emotional energy

Warning signs: feelings of anxiousness, impulsiveness, judgment, defensiveness.

- Breathe – defuse negative emotions such as irritability, anxiety and insecurity through deep abdominal breathing.
- Share the love – fuel positive emotions by regularly expressing appreciation to others through notes, emails, calls, or conversations.
- Look at upsetting situations through new eyes - "What would the other person in this conflict say, and how might they be right?" "How will I likely view this situation in six months?" "How can I grow and learn from this situation?"
- If you are feeling upset, try not to react until you have had a chance to consider how you'd like to respond if you were feeling your best.

Mental energy

Warning signs: finding yourself losing focus and unable to finish projects on time, feeling disorganised or pessimistic.

- Identify the most important challenge for the next day, then make it your first priority when you arrive at work.
- Reduce interruptions by performing high-concentration tasks away from distractions wherever possible.
- Periodically consider, "Where is my energy? What can I do to enhance positive energy?"
- When you notice yourself feeling like you're a victim, separate the facts of the situation from the story you are telling yourself. What is the most realistically

Physical energy

Warning signs: you are running on empty, feeling over or under-weight, are prone to sickness.

- Eat energy rich foods, focusing on proteins and complex carbohydrates, every three hours.
- Prepare for sleep at least 45 minutes prior to going to bed by quieting your body and mind. Remove stimulants such as caffeine, alcohol and devices.
- Choose specific times and days to do at least three cardiovascular and two strength workouts each week.
- If you can, take brief but regular breaks away from your workstation throughout your shift.

Spiritual energy

Warning signs: feeling a lack of authenticity, avoiding conflict, feeling disadvantaged.

- Identify those activities that give you feelings of effectiveness and fulfilment, and it's easy to focus. Find ways to do more of these.
- Allocate time and energy to what you consider most important. E.g., spend your commute home relaxing, so you can connect with others when you get there.
- Live your core values. For instance, if consideration is important to you but you're perpetually late, practice showing up five minutes early.
- Each day, reflect on this question: "How aligned is my behaviour today with my deepest values and the person I want to be?" If you haven't met your own standard, what change do you need to make going forward?