

ENERGY MANAGEMENT

Balancing Responses During Increasing Demands

Performance, health & happiness are grounded in the skilful management of energy.

The Power of Engagement, Jim Loehr & Tony Schwartz

Borrowing from the work of Jim Loehr & Tony Schwartz and incorporating many useful aspects of stress, time, and fatigue management, this newsletter provides you with proven ideas and techniques to introduce into your daily or weekly routine. To do so is to reap the benefits of improved performance, health and happiness.

Central to stress management is the concept of control. First you determine what you have influence or control over and where you have little or no influence or control. Then take positive action where you do have some control. The decision to act is the power of positive thinking. Then actually completing those actions is the power of positive doing.

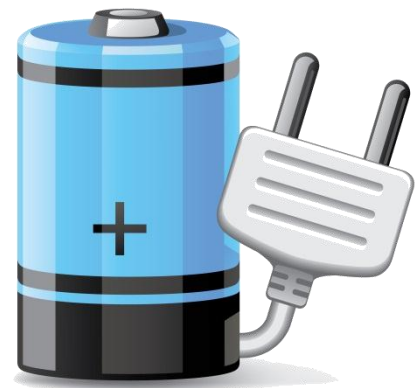
Positive doing is energy management that emphasizes the importance of full engagement.

Many times you may come up with a plan, perhaps even try implementing it, but fail to carry through. You lack the energy to keep at it, your commitment fades and you revert to old behaviours and the false security of your comfort zone.

You tell yourself that you would have made the change successfully *if you only had more time*. Central to time management is the idea that rather than *having more time*, you need to *take the time* to find ways to schedule your priorities and your life. Choosing to take action and committing to these priorities can result in the benefits and power of full engagement.

Full engagement allows you to learn when and how to expend, conserve and renew energy. The challenge is to build your energy capacity (the ability to expend and recover energy) permitting you to sustain effective performance in the face of increasing demands. This implies balancing periods of energy expenditure with periods of energy renewal.

While meditation and quieting techniques require little movement, they do require practised mental discipline. The energy spent maintaining that discipline or doing more physical activities such as working out in a gym, going for a walk, a run or a swim renew your energy to take on other demands and build your energy capacity.



Building & Sustaining Your Energy Capacity

Loehr & Schwartz identified four sources of energy that we can draw upon to build capacity, and create rituals (daily or weekly routines).

To renew and sustain that capacity, become-

- **physically energized** - walk, exercise, hydrate, eat properly, get a massage, rest and sleep
- **emotionally connected** - stay positive, do not take things personally, accept what you cannot change
- **mentally focused** - refocus the mind, create personal space, create mental sanctuaries, learn to say NO with options, do reality checks, use breaks effectively
- **spiritually aligned** - be clear on your values, revere life balance

Many of these may already be a part of your daily or weekly routine. If you stick with your routine, adding one or two areas, you are more likely to be successful and regularly active. Try to creatively figure out what your specific ritual might look like and when you will do it.

Here are two examples-

Do not take things personally

When you find yourself reacting to a situation, comment, or conversation too personally, stop and breathe, and quietly try to understand the basis for your reaction. Then generate some positive thoughts to counter your reaction and force yourself for a few moments to stay focused on these positive thoughts.

Create mental sanctuaries

Bring one of your photographs from home and keep it at your workplace or in your wallet, purse, briefcase, or lunch bag. Set yourself a goal to look at the picture at least once each day. Remember the events and circumstances when the picture was taken.

Use the photo to help you create a mental sanctuary that you can escape to when you are feeling rattled or overwhelmed. Every visit to your sanctuary, no matter how brief, will provide mental and emotional benefits.

It takes planning and effort to develop your routines, and commitment and discipline to sustain their presence in your life over time.

Keeping at it is the largest component of energy management and brings the greatest rewards.

For more information & support, contact your EFAP.



For confidential assistance
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