

ACTIVITY EMPOWERMENT PACK

Energy Management



Quit Being Busy



Comfort Zones



Activities to empower you every day

There's nothing normal about being tired and exhausted all the time. If it's time to do things differently, then these activities are for you.

Bronwen
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Energy Management



Energy Management

We now live very busy lives, and the speed of life, coupled with the over-stimulation of every moment means that we are often caught burning the candle at both ends.

Stress and exhaustion are common components of our lives and, over time we've come to believe that without these two elements we cannot be successful.

One of the easiest ways to bring our lives back into balance is to understand where we get our energy from, and the best ways for us to re-energise ourselves every day so that we aren't constantly draining from a non-existent energy source.

The first step in understanding this is to understand a bit about the introversion/extroversion spectrum. Most people believe that an introvert is someone who is shy and an extrovert is someone who is outgoing. In fact, the introvert/extrovert spectrum is actually a way of understanding the best activities for re-energising yourself.

Introversion versus Extroversion

The trait of extroversion-introversion is a central dimension of human personality theories. The terms *introversion* and *extroversion* were popularized by Carl Jung, although today both the popular understanding and psychological usage differ from his original intent.

Jung states that there are two differing attitudes toward life – two different modes of reacting to circumstances. No one lives completely as one type or the other but we as individuals have an innate leaning towards one type.

Introversion:

Defined by Wikipedia as '*...the state of being predominantly interested in one's own mental self. Introverts are typically perceived as more reserved or reflective.*'

Jung describes introverts as being '*...characterised by an inward flowing of personal energy - a withdrawal concentrating on subjective factors.*'

Modern psychologists have suggested that introverts are people whose energy (mental and physical) tends to expand through reflection and dwindle during interaction.

Introverts often take pleasure in solitary activities such as reading, writing and using computers, hiking and fishing. An introvert is likely to enjoy time spent alone and find less reward in time spent with large groups of people, though they may enjoy interactions with close friends.

Mistaking introversion for shyness is a common error. Introverts prefer solitary to social activities but do not necessarily fear social encounters like shy people do.

Introverts are usually:

- Happy alone with a rich imagination; and
- Prefer reflection to activity.

Introverts can struggle with:

- A lack of confidence in relation to people and things; and
- A tendency to be unsociable, sometimes shy and hesitant.

Jobs that might attract introverts:

Scientist, Mathematician, Philosopher, Writer, Physician, Nurse, Psychologist, Dramatist, Engineer, Artist, Musician, Mystic, Poet

Exercise that might appeal to introverts:

Cardio machines, weight machine workouts, endurance-based activities, one-on-one personal training, solo sports/activities (eg. golf, martial arts, weight training, rock climbing, etc.), mind and body disciplines (eg. yoga, pilates, tai chi, etc.)

Extroversion:

Defined by Wikipedia as '*...the state of primarily obtaining gratification from outside oneself. Extroverts tend to enjoy human interactions and to be enthusiastic, talkative, assertive and gregarious.*'

Jung describes an extroverted attitude as '*...a standpoint characterised by an outward flowing of personal energy – an interest in events, in people and things, a relationship with them, and a dependence on them.*'

Extroverts are energised by and thrive on being around other people. They take pleasure in activities that involve large social gatherings, such as parties, community activities, public demonstrations and business or political groups.

Extroverts tend to work well in groups. An extroverted person is likely to enjoy time spent with people and find less reward in time spent alone. They tend to be energised when around other people, and they are more prone to boredom when they are by themselves.

Extroverts are usually:

- Motivated by outside factors and greatly influenced by the environment;
- Sociable and confident in unfamiliar surroundings, less cautious, less fearful;
- Like organisations and parties; and
- Tend to be optimistic and enthusiastic.

Extroverts can struggle with:

- A dependence on other people's opinions;
- Easily making and breaking relationships;
- Regarding reflection as being morbid;
- Being alone;
- Lacking self-criticism; and
- Accepting the morals and conventions of the day.

Jobs that might appeal to extroverts:

Hostess, Diplomat, Minister, Politician, Leader, Military, Pleasure Seeker, Traveller, Temporary Leader

Exercise that might appeal to extroverts:

Free weights, high-energy fitness classes (eg. Zumba, HIIT, Body Pump, boot camp, etc.), group personal training, fitness meet-ups, adventurous fitness gatherings (where they can try new things while making new friends in the process)

Ambiversion:

When trait theories were first introduced by Carl Jung it was assumed that everyone fell into either an introversion or extroversion category. Current trait theory states that it is more likely that there is one continuous dimension of personality where some scores fall towards one end or the other and others fall near the half-way mark.

In current trait theory, the people who fall near the half-way mark are known as Ambiverts.

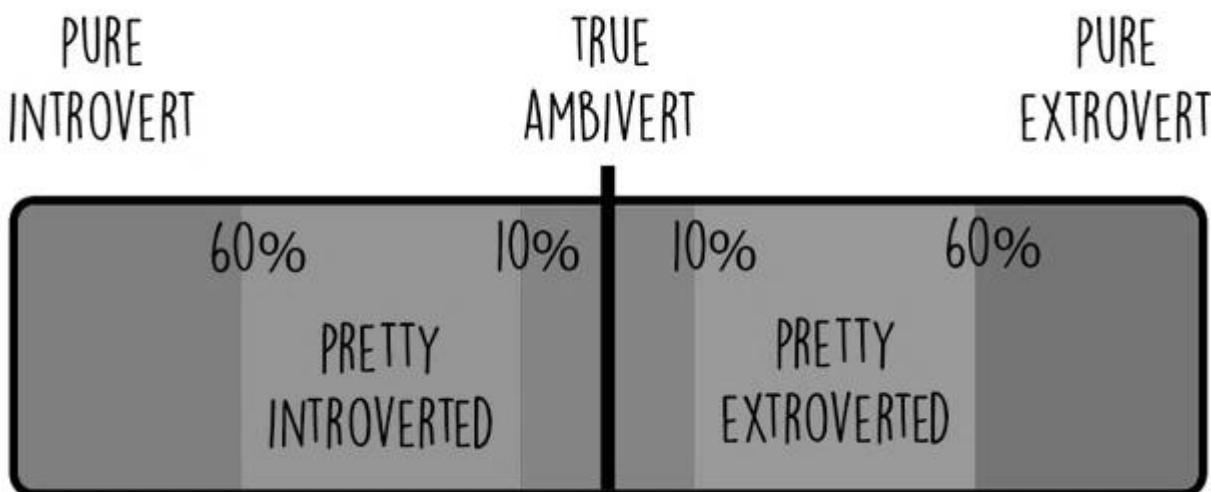
According to Wikipedia, '*...ambiversion is falling more or less directly in the middle of introversion and extroversion.*'

An ambivert is moderately comfortable with groups and social interaction, but also relishes time alone, away from a crowd. An ambivert falls smack in the middle of the introvert-extrovert spectrum. You may say that the ambivert has the best of both worlds as they are likely to be able to tap into the strengths of both introverts and extroverts as needed.

However, ambiverts can also be very confusing to others – appearing to be an extrovert one moment and then craving the solitude and meditative state of an introvert the next. Ambiverts can get a charge and a kick from being with people and working on a team – until that invisible barrier is reached and it no longer works for them.

Ambiverts need to understand their re-charge point and be able to extract themselves to re-energise. It is also important for ambiverts to communicate clearly with those around them to make sure that everyone understands where the communication is coming from.

If it is a 'download' and a sharing of the minds to workshop a topic, that's great. If it is a time for reflection and thought before sharing, that's great too. These are opposite poles of communication, though, so if this is you, then letting people know where you're coming from is really important so that they understand where you are at.



Exercise – Introversion vs Extroversion

How do you know whether you're an introvert or an extrovert?

Step 1: Take the following quiz to find out!

For each question tick true, false or neutral – select whichever is the closest answer for you.

Question	True	Neutral	False	Score
1 You quickly feel drained when in a large crowd of people				
2 You prefer one-on-one conversations to group activities				
3 When you're invited to go out with a group of friends, you're usually not that excited but you probably go anyway				
4 You often prefer to express yourself in writing				
5 You are a cautious decision maker – you prefer to find out all the facts before making a decision				
6 When Thursday night comes around you have no idea what you will be doing on Saturday				
7 At work you are most bored when in meetings				
8 You seem to care about wealth, fame and status less than your peers				
9 Too much exposure to light makes you feel drained or 'spacey'				
10 You do your best work in a quiet environment				
11 People tell you that you're a good listener				
12 You do your best work on your own				
13 In school you were embarrassed when a teacher praised you publicly and said you did a good job				

Question	True	Neutral	False	Score
14 You feel drained after being out and about, even when you've enjoyed yourself				
15 You often let calls go through to voicemail				
16 You prefer communication via text message or email rather than via phone				
17 If you had to choose you would prefer a weekend with absolutely nothing to do rather than one that had too many things scheduled				
18 You dislike small talk but you enjoy talking in-depth about topics that matter to you				
19 You enjoy solitude				
20 You dislike conflict				

Total: _____

Step 2: Give the following scores to each question answered:

True = 3

Neutral = 2

False = 1

Step 3: Add up your total score:

Scores:

45 – 60: If you scored between 45 – 60 points then you are an *introvert*

35 – 45: If you scored between 35 – 45 points then you are an *ambivert*

20 – 35: If you scored between 20 – 35 points then you are an *extrovert*

Step 4: What does this mean?

Now you know which trait best suits you, you can work out which activities will allow you to most easily re-generate your energy levels.

Remember ...

Introverts are usually:

- Happy alone with a rich imagination; and
- Prefer reflection to activity.

Extroverts are usually:

- Motivated by outside factors and greatly influenced by the environment;
- Sociable and confident in unfamiliar surroundings, less cautious, less fearful;
- Like organisations and parties; and
- Tend to be optimistic and enthusiastic.

Ambiverts are usually:

- Moderately comfortable with groups and social interaction; and
- Also relishes time alone, away from a crowd.

Applying this to everyday ...

One of the biggest complaints of our current way of living is that we are tired – often exhausted – all the time. Yes – this is often because we have overloaded our day with way too many things, but it is also caused by us trying to do the wrong things at the wrong times.

Now that you know how you re-energise yourself, it's important to think about how you can get the most out of your most energetic times during the day.

You may have heard this question asked: 'Are you a morning person or an evening person'?

There are times in the day when we are naturally more energetic than others. We are all different and so the most important tool for us to be able to maintain positive energy levels is to understand what happens with **OUR** energy during the day.

For example, you may be really energetic between 5am and 7am, and then feel a dip in your energy before you get a second wave of energy between 1pm and 3pm. If this is you, then you should aim to complete your most energetic tasks in the time frames when your energy levels are high.

When you are experiencing your natural energy slump you should be undertaking less energy-draining activities, and/or making sure you are undertaking activities that re-fuel your energy bank.

There is no set formula for how this should work. We're all unique and therefore need to find the solution that works best for us as individuals.

Take a moment to think about how your average day looks from an energy perspective. Write down how your energy levels flow throughout each day:

Time of the Day	Energy Level (high/low)
1	
2	
3	
4	

Now you've identified how your energy flows during the day, have a think about the activities you can be completing at different times. Write down the activities you feel you should be doing in the different times, making sure you include those activities that you have identified will allow you to re-energise:

Activities for different times of the day

1	Time: Activities: ➤ ➤ ➤ ➤	Energy: ➤ ➤ ➤ ➤
2	Time: Activities: ➤ ➤ ➤ ➤	Energy: ➤ ➤ ➤ ➤
3	Time: Activities: ➤ ➤ ➤ ➤	Energy: ➤ ➤ ➤ ➤
4	Time: Activities: ➤ ➤ ➤ ➤	Energy: ➤ ➤ ➤ ➤

Before you get overwhelmed ...

Often when we see something like this we start to flood our minds with all the things we already do and then we let our minds drift to the question of 'how am I supposed to fit anything else into my day?'

This is usually caused by us seeing the end result and not knowing how to fill in the steps to get us there. Being overwhelmed is one of the biggest contributors to the stress in our lives.

Instead of moving into a place of overwhelm, let's take a step back and think about what tools we have that will help us to change the way we do things during our day.

One of the best tools we have is our calendar or diary. While we re-adjust ourselves to doing things a little bit differently, we can use our diary to help remind us of the tasks we can be doing at different times.

So, the first thing you should do when you get back to your desk is fill in your diary for the next week with appointments that list the tasks you need to do at different times during the day. Each appointment should have a reminder alert and should list the tasks to be done.

Next steps ...

Choose one of the activities that you don't already do but that you want to include each day so that you can support your energy levels and allow yourself time to re-energise yourself.

Write that activity down here:

Next, write down WHY it is important to you that you have this activity included in every day:

Next, write down three things you can do to help you make sure that activity is included as a priority, and completed each day:

1	
2	
3	

Start with the first step you've identified and create an appointment time in your diary each day for when this activity is going to occur each day.

Once you've successfully implemented the first step, move on to the second step and so on.

Busy



Introduction to Busy

Question. What does being busy mean to you?

'I'm so busy' ...

It's become the pre-requisite for proving that your life is a success. We fill our lives with layer after layer of 'stuff' so that we can prove to everyone we're busy.

As a society we've moved to a place where the 'normal state' is a requirement for every second of every day to have a story about what we've done, where we've been and who we were with.

If we don't have this – then what have we got?

Our lives are a competition amongst ourselves as to who is the busiest. Our addiction to social media exacerbates this because where we are, what we're doing, who we're with – even what we're eating, breathing, thinking and drinking – are all now placed in the public domain for immediate consumption.

For most of us ... when we were young, we used to write our thoughts into our diary and we would have been horrified if anyone had breached our privacy and read our thoughts.

Now it is the norm for us to put all our thoughts on social media platforms and we are mortally wounded if **no-one** reads them!

The immediacy of feedback has us reaching to put more and more stuff into our lives so that people see us through all the noise.

But what is this really doing to us?

We're operating on auto-pilot. We're living our lives **unconsciously** and by rules that someone else has given us.

It doesn't matter that we're totally overwhelmed by what we're busy with. It doesn't matter how much we add to our already over-full plate. We're juggling a thousand balls in the air at once ... and if you're anything like where I used to be, then you're extremely harsh on yourself if perchance you drop one of them.

Often we don't realise we've taken on too much until something happens that forces us to stop.

I can tell you that being forced to stop is not a pleasant experience. Being forced to stop means that you drop all of the balls at the same time ... and you aren't capable of picking any of them up again.

Take a moment to think about what that might feel like ... you drop all of the balls you're juggling at once ... and you can't pick them up again.

How does that thought make you feel?

We're so busy being caught up in the competition of being busy that we end up doing many things we don't want to do, and very few of the things that we love and that really enrich our lives.

"So what?", I hear you ask ...

What this comes down to is that we end up doing lots of things that *drain* our energy and very few things that *give* us energy. Overloading ourselves is the quickest path to stress and exhaustion.

However, here's something you may not realise:

Busy is a badge that we can put down!

So let's dive into the exercise and you can start exploring the things that make you busy.

Exercise – Busy

Step 1: Take a look at what you're actually busy with.

Using the table below, take a moment to write down all the things in your life that you are currently doing.

Items I am busy with

1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Step 2: Classify your busy activities.

At the top of the two empty right hand columns ... write the word 'Love' in one and the word 'Dislike' in the other.

Then, next to each item in your table, tick the 'Love' or 'Dislike' column.

Step 3: Consider your disliked items.

For those items you have ticked 'Dislike', take a few moments to write down why you have agreed to do them, whether they are *essential* and how soon you can finish doing these activities.

Items I 'Dislike'	Why did you tick 'Dislike'?	Is it essential?	When can you remove it?
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Step 4: Find the LOVE.

In the table below, write down the things you don't currently do, but would LOVE to be doing.

Items I'd LOVE to be doing

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Step 5: Plan your busy 'replacements'.

Take a look at your detailed 'Dislike' table (from Step 3 above). Identify which items you can get rid of and how quickly.

Using your 'Items I'd LOVE to be doing' list (from Step 4 above), use the table below to work out when you can replace activities from your 'Dislike' list with ones from your 'Love' list ... or simply not do them anymore and replace them with TIME FOR YOURSELF.

Have a think about how much time you have ... or, using 'old' thought patterns, how busy you are!

- Do you want to replace all of these items with something else? Or just some of them?
- The temptation is to replace everything ... but it is OK to replace only some things and leave yourself some breathing space!

Items to be removed	When?	Replace?	Replace with?
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Comfort Zones



Introduction to Comfort Zones

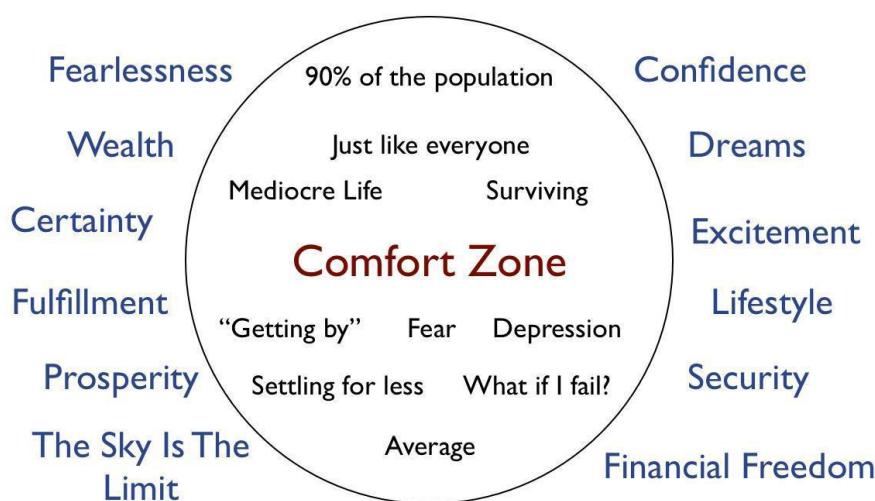
According to Wikipedia, the comfort zone is a '*psychological state in which a person feels familiar, at ease, in control and experiences low anxiety and stress. In the zone, a steady level of performance is possible.*'

Using the Wikipedia definition, it sounds like our comfort zone is a great place to be – low anxiety and low stress. We'd all be wanting to work towards that, wouldn't we?

More often than not, we continue to do the same things in life, day after day, while expecting and hoping for a different outcome.

What happens when we stop to question what is actually in our comfort zone? What happens when we start to question whether they are really comfortable?

What happens is that we start to find out that most of the things we really want are outside our comfort zone:



In order to achieve the things you want, you will need to get comfortable with stepping *outside* your comfort zone. In fact, it's not a stretch to say that your ability to achieve the things you want will be *directly linked* to your ability to step outside your comfort zone. You cannot change your circumstances by doing the same things; rather, you need to think and act outside your normal routine in order to achieve a different result.

7 Reasons Why Staying In Your Comfort Zone Doesn't Work For You

1. Comfort zones block growth

When you are in your comfort zone, it is normal to feel contented and secure. These two behaviours often cause us to close our doors to change and progress.

Without change and progression we can no longer experience growth in our lives.

Without growth, we will remain exactly where we are and our lives will forever remain the same.

2. Comfort zones drive you to hardship

If comfort zones block our growth and we remain exactly where we are in our lives then we become obsolete. When we don't evolve and adapt to the changes in our surrounds, we can't keep pace with the world around us.

When we don't keep pace there is only one direction left available to us – down. Life is constantly changing and if you aren't changing with it then your life situation and status will most likely get harder.

The perfect example of this is the entrepreneur who goes out into the world, constantly stepping outside their comfort zone and thriving in the new world environment they help create.

3. Comfort zones lead to boredom and discontentment

An inability, or lack of desire to get out of your comfort zone can create a chain of negative effects.

The first effect you may feel is the lack of progress in your life. Next, you may experience an increase in the hardship in your life. Experiencing hardship can cause you to feel boredom, or discontent with your life. Boredom and discontent can cause you to experience a spiral into negativity.

4. Comfort zones trigger negative mindsets

Closing the door to progress and growth can leave you feeling constantly burdened and your experience of life becomes grey with very little colour. Your view of the world becomes insular and your desire to see things differently becomes very limited. When you feel discontented, and the world is seen only through grey, you are more likely to create negative emotions and thoughts.

You can see the results of this by looking at someone who is hardened by life, who no longer sees possibilities and opportunities, and the way their life is ruled through a negative outlook.

5. Comfort zones cause lack of drive and purpose

When we have no drive and don't live for any specific purpose it becomes a slog to even get out of bed in the morning. There is nothing to look forward to, there is nothing that we want to create. We lack in energy and have no drive to do anything other than the basic minimum we can get away with.

6. Comfort zones lead to missed opportunities

Successful people achieve success because they are always looking for the next opportunity that comes their way. When we get caught in our comfort zones we lose our ability to identify the opportunities because we're too busy waiting for things to happen whilst we go about our day to day. Being too comfortable causes you to be left behind.

7. Comfort zones limit your chance to live life to its fullest

To truly experience everything our lives have to offer we must be willing to chase our dreams and recognise the opportunities in front of us. While we sit in our comfort zones and never venture out, we will be restricted to a mundane and purposeless existence.

It is only through taking small steps to change your circumstances that you can create the change from within that is required to determine what happens in your life.

Exercise – Comfort Zones

- Using your imagination, create the outline of your comfort zone on the floor around you so that when it is finished you are standing in the centre of your zone.

NB – let the outline go where it will – don't try to dictate what it should look like. It may be that the line is not straight and smooth, or a perfect shape – in fact no two comfort zones look the same and it's completely OK that it doesn't look like a recognizable or specific shape.

- Now you've drawn the outline of your comfort zone, take a few moments to have a look at it.
 - What does it look like? (write down any words that come to mind)

- How does it feel standing inside the boundary? (write down any words that come to mind)

- Take one foot and step it over the boundary line you've drawn.
 - What does it feel like to step your foot outside your comfort zone? (write down any words that come to mind)

- Do these feelings change when you are told that all the things you really want – the things your dream of having, doing, seeing, achieving – are all on the outside of your comfort zone?

- What is one simple thing you can do to change the way you feel about stepping outside your comfort zone?