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## ENERGY RENEWING PRACTICES

### Physical Energy

- Enhance your sleep by setting an earlier bedtime and reducing alcohol use.
- Reduce stress by engaging in cardiovascular activity at least three times a week and strength training at least once.
- Eat small meals and light snacks every three hours.
- Learn to notice signs of imminent energy flagging, including restlessness, yawning, hunger, and difficulty concentrating.
- Take brief but regular breaks, away from your desk, at 90- to 120-minute intervals throughout the day.

### Emotional Energy

- Practice mindful awareness of your own emotions throughout the day, without self-judgment.
- Defuse negative emotions—irritability, impatience, anxiety, insecurity—through deep abdominal breathing & re-centering.
- Fuel positive emotions in yourself & others by regularly *expressing appreciation to others* in detailed, specific terms through notes, e-mails, calls, or conversations.
- Look at upsetting situations through new lenses. Adopt a “reverse lens” to ask, “What would the other person in this conflict say, and how might he be right?” Use a “long lens” to ask, “How will I likely view this situation in six months?” Employ a “wide lens” to ask, “How can I grow and learn from this situation?”

### Mental Energy

- Reduce interruptions by performing high priority, high concentration tasks away from phones and e-mail.
- Push Pause* between 3-5 times a day to mentally re-set your mindset & your body.
- Respond to voice mails and e-mails at designated times during the day.
- Every night, identify the most important priorities for the next day. Then make those your first priority when you arrive at work in the morning.

### Spiritual Energy

- Identify your “sweet spot” activities—those that give you feelings of effectiveness, effortless absorption, and fulfillment. Find ways to do more of these. One executive who hated doing sales reports delegated them to someone who enjoyed that activity.
- Allocate time and energy to what you consider most important. For example, spend the last 20 minutes of your evening commute relaxing, so you can connect once you’re home.
- Live your core values. For instance, if consideration is important to you but you’re perpetually late for meetings, practice intentionally showing up five minutes early for meetings.