

PODCAST



WORKSHEET

FRUGAL *and* THRIVING

THE SECRET TO
ACHIEVING MORE:
MANAGE YOUR ENERGY
NOT YOUR TIME
EPISODE 5
WORKSHEET

By Melissa Goodwin

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Life is busy. Developing rituals that replenish your energy will help you achieve more and find a bit more life balance.

You don't need to do everything in this worksheet every day. That would just lead to extra pressure and stress! Instead, think of the energy rituals as tools in your tool box to help you when you need them.

Different seasons drain our energy in different ways. Life throws all sorts of curve balls and we often can't change our circumstances, but we can take steps to balance our energy a little using our own personalised energy rituals.

Self-awareness is the first step!

Depending on your circumstances, you may want to focus on just one area – the one that is draining the most of your energy.

When creating your energy rituals think about *what* you're going to do, *when* you're going to do it, *where* and *with whom*.

As with creating habits (see episode 4), anchor your ritual to something you already do (*after/before I do x, then I do Y*).

i.e: Before I go to bed, I will have a warm bath and read a chapter of a book.

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Physical Energy

Managing physical energy is foundational. No amount of mindfulness will help if you only get three hours of sleep each night.

Rest, nutrition and movement are all points on the same triangle – if one is out of balance, the others will be too.

Checklist

- Aim for 7-8 hours sleep each night
- Exercise regularly
- Greet the morning with light and get light during the day
- Reduce light at night / use a blue light filter
- Have a calming bedtime routine
- Try small meals, regularly
- Eat mostly wholefoods. Limit processed foods and sugar.
- Reduce caffeine
- Reduce alcohol
- Use ear plugs if necessary
- Use an eye mask in bed if necessary
- Switch to natural cleaners and personal care products
- Take regular quality rest breaks during the day.

Rituals

My regular bedtime is:

My regular wake time is:

My bedtime ritual is:

My daily exercise ritual is:

Resources

The Power of Engagement: Managing Your Energy, Not Your Time is the Key to High Performance and Personal Renewal By Jim Loehr and Tony Schwartz

The Circadian Code: Lose weight, supercharge your energy and sleep well every night Kindle Edition by Satchidananda Panda

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Emotional Energy

Everyday events can drain our emotional energy.

Deep breathing is an amazing tool for emotional regulation. Practicing everyday when you don't need it will give you a solid habit for when you do need it.

A **bucket filling ritual** is one that makes you feel better. Talking out a problem with a friend is a great bucket filler. So too is doing a gratitude exercise.

Meditation is a powerful practice, but if meditation isn't your thing, try a **meditative hobby** like knitting or Thai Chi or even colouring in. A hobby that includes a pattern or repetition (like knitting) and in which you must practice control (like colouring within the lines) can help you focus on the moment.

Checklist

- Use deep-breathing to calm down
- Reason out emotions
- Problem solve issues
- Monitor and self-talk
- Use a mindfulness ritual
- Connect with a friend or loved one
- Practice Empathy
- Keep a gratitude journal

Rituals

My deep breathing ritual is:

My bucket filling ritual is:

My mindfulness ritual is:

Resources

Emotional Intelligence 2.0 by Travis Bradberry & Jean Greaves

The Neuroscience of Mindfulness: The Astonishing Science Behind How Everyday Hobbies Help You Relax by Dr Stan Rodski

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Mental Energy

Modern living, stress and digital media can be a huge drain on mental energy. One helpful strategy is to reduce distractions media consumption and other mental clutter.

The other strategy is to take regular rest breaks to refresh your mind.

Checklist

- Mono-tasking (focus one task at a time)
- Say no to things you don't need to do
- Delegate
- Simplify your surroundings and your schedule
- Schedule down time
- Declutter
- Manage distractions
- Reduce media
- Plan your day with just 3 things on your to do list
- Use a calendar to schedule your to-dos.

Rituals

I will manage digital distractions by:

My daily planning ritual is:

My rest ritual is:

Resources

Digital Minimalism: On Living Better with Less Technology by Cal Newport

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Mindful/Spiritual Energy

A 'flow' activity is one where you lose yourself in what you're doing. It fully absorbs your mind and time passes without you noticing.

In episode 3 of the podcast, I talked about finding your core values and using guiding principles to assess whether your behaviours reflect your values. Check out the show notes for more information.

Use a ritual to plan actions that will support your values (for example, planning to volunteer) or use a ritual to look back on the day and reflect on what behaviours supported your core values.

Checklist

- Do something that you're passionate about and gets you into flow state each day
- Connect with your purpose each day
- Practice your core values using guiding principles (episode 3)

Rituals

My flow activity ritual is:

My core values ritual is:

Resources

The Neuroscience of Mindfulness: The Astonishing Science Behind How Everyday Hobbies Help You Relax by Dr Stan Rodski

[Podcast #3: The Fundamentals of the Good Life.](#)