

work+live+play

Energize & Focus

Amber J. Simons, B.S., MCHES
WorkLife Wellness Specialist



Energy Defined



- Energy is NOT
 - Time
 - Motivation
 - Health
 - Productivity
 - Emotion
- Energy IS
 - Capacity
 - Energy gives you the ability to work. Your energy level measures your capacity to put forth productive effort. As your energy levels increase, so will your potential to accomplish your short and long term goals.

work+live+play

WorkLife

3 Sources of Low Energy

- Physiological (body)
 - impact of your health, nutrition, and self-care on how you feel
- Practices (behavior)
 - Your daily habits surrounding your schedule, choices, and actions
- Periphery (background)
 - Impact of your environment and external factors, both in and out of your control

Energy Quotient Assessment

From the *Exhaustion Cure* by Laura Stack

- Physiology

- I get plenty of sleep at night. _____
- I eat balanced meals and maintain a healthy diet. _____
- I avoid using caffeine or stimulants; I get all the right nutrients my body needs. _____
- I get sufficient exercise and have strong muscles. _____

1 – to no extent	3 – to some extent	5 – to a great extent
2 – to a little extent	4 – to a considerable extent	

work+live+play

WorkLife

Energy Quotient Assessment

- Physiology

- I have a high metabolism. _____
- I experience consistent levels of energy throughout the day. _____
- I take good care of my health and get regular checkups. _____

Total Physiology Score _____

1 – to no extent	3 – to some extent	5 – to a great extent
2 – to a little extent	4 – to a considerable extent	

work+live+play

WorkLife

Energy Quotient Assessment

- Practices

- When my energy is low, I know exactly what to do to get going again. _____
- I rest, relax, and pamper myself on a regular basis. _____
- I maintain a great attitude; I think positively rather than negatively. _____

1 – to no extent

3 – to some extent

5 – to a great extent

2 – to a little extent

4 – to a considerable extent

work+live+play

WorkLife

Energy Quotient Assessment

- Practices
 - I eliminate things in my life that irritate me. I don't tolerate much. _____
 - I communicate openly with others to avoid misunderstandings and wasted time. _____
 - I consistently accomplish high value tasks. _____

1 – to no extent

3 – to some extent

5 – to a great extent

2 – to a little extent

4 – to a considerable extent

work+live+play

WorkLife

Energy Quotient Assessment

- Practices

– I feel challenged every day and I learn continuously. _____

Total Practices Score _____

1 – to no extent	3 – to some extent	5 – to a great extent
2 – to a little extent	4 – to a considerable extent	

work+live+play

WorkLife

Energy Quotient Assessment

- Periphery
 - I feel energized by my environment, _____
such as lighting, temperature, noise, smell, and
furniture.
 - I have people and relationships in my life _____
that lift me up.
 - I feel like I'm in control of my life. _____

1 – to no extent

3 – to some extent

5 – to a great extent

2 – to a little extent

4 – to a considerable extent

work+live+play

WorkLife

Energy Quotient Assessment

- Periphery

- I turn off technology regularly; I spend _____
much of my free time involved in non-
technological activities.
- I follow my purpose or mission in life. _____

1 – to no extent

3 – to some extent

5 – to a great extent

2 – to a little extent

4 – to a considerable extent

work+live+play

WorkLife

Energy Quotient Assessment

- Periphery
 - I avoid letting workplace annoyances, _____
such as meetings and interruptions, dictate my
schedule.
 - I keep the clutter in my life at bay; I have _____
organized surroundings.

Total Periphery Score _____

1 – to no extent	3 – to some extent	5 – to a great extent
2 – to a little extent	4 – to a considerable extent	

work+live+play

WorkLife

Energy Quotient Assessment

- Total Your Scores
 - Subtotal Physiology
 - Subtotal Practices
 - Subtotal Periphery

Grand Total Energy
Account Balance



work+live+play

WorkLife

Energy Quotient Assessment

- 89 to 105 – Endless energy! You should be helping others.
- 72 to 88 – Minor improvements are necessary. Add more Energy Boosters.
- 55 to 71 – Average energy. Kick it up a notch.
- 38 to 54 – Major improvements required. Bust those Energy Bandits.
- 21 to 37 – Red flag! You're being robbed by energy bandits.

Your Sources of Energy

- Energy Boosters
 - Massage
 - Exercise
 - Hot bath
- Energy Bandits
 - Dirty house
 - Working late
 - Feeling lonely



work+live+play

WorkLife

Ways to Boost Your Energy

- Limit sugar, caffeine, and carbohydrate snacks
- Eat several small meals a day
- Alternate hot and cold water in the shower and use aromas



Ways to Boost Your Energy

- Listen to uplifting beats
- Stimulate your brain with peppermint
- Take a power walk/exercise
- Drink water



Ways to Boost Your Energy

- Increase your oxygen intake
- Laugh
- Get enough sleep
- Let the sun in

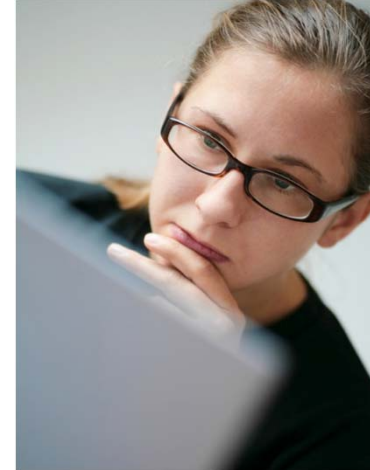


work+live+play

WorkLife

Low Energy = Low Focus?

- Attention - Ability to concentrate on one aspect of the environment while ignoring others
 - Focused
 - Sustained
 - Selective
 - Alternating
 - Divided



Ways to Stay Focused

- Have well defined goals and a daily task list



- Apply time boxing

- Break tasks into bite sized chunks and prioritize constantly

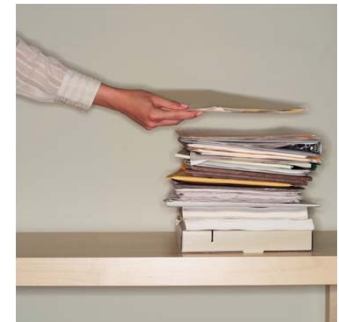


work+live+play

WorkLife

Ways to Stay Focused

- Find the best time to do repetitive and boring tasks
- Track progress vigorously and reward yourself when warranted
- Allocate time slots when colleagues can interrupt you



Ways to Stay Focused

- Prepare your workstation
 - Clean up your desk
 - Get a good chair
 - Use the headphones
 - Listen to the right type of music



work+live+play

WorkLife

Ways to Stay Focused

- Prepare your computer
 - Setup filters in your email
 - Limit personal emails/phone calls in the morning
 - Limit time on news sites, blogs, etc.
 - Use shortcuts on your computer
 - Close programs you're not using



Overcome Distractions

- A distraction is attractive because it:
 - Gives us pleasure
 - Takes pain away



work+live+play

WorkLife

Quantifying Our Experiences

- Measure how much enjoyment we hope to get by indulging in distraction
- Diminish the enjoyment in our minds to a level low enough that it's no longer appealing

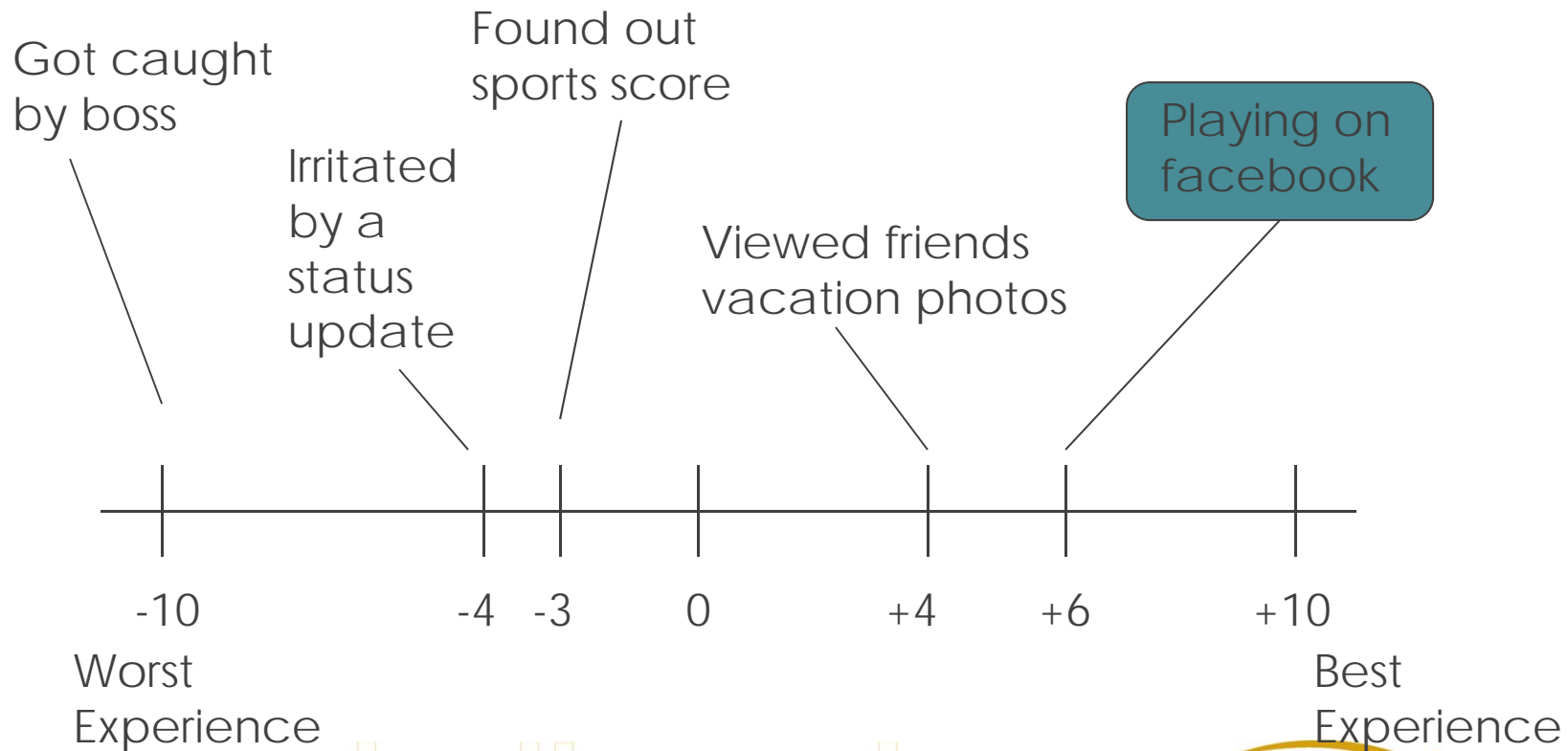
work+live+play

WorkLife

Experience Quantification

Concept by Dave Cheong

Diminish the pleasure you
get from a distraction



work+live+play

WorkLife

Experience Quantification

Boost the pleasure you get from the task you wish to focus on

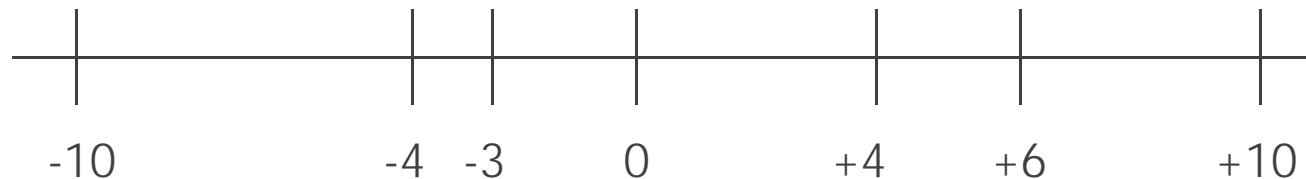


Write year end report

Positive Comments

Recognized by department head

Higher rating on performance eval



Worst Experience

Best Experience

work+live+play

WorkLife



Ways to Stay Stressed

By Amanda Gore

12. Stop breathing! If you breathe shallow and high, you can be permanently tense.
11. Have angry, hostile feelings in your heart – it will make you sick and ruin your life.
10. Imagine the worst. Whenever possible say negative things to yourself.
9. Rush a lot – always feel pressured by time.

work+live+play

WorkLife



Ways to Stay Stressed

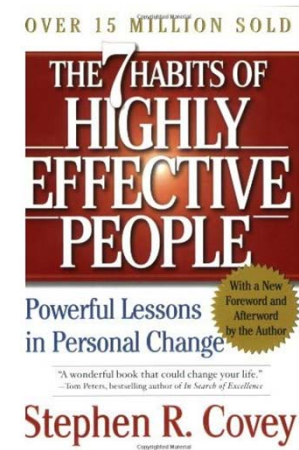
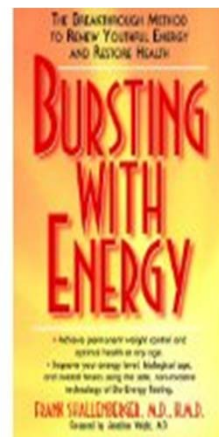
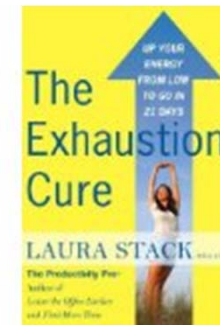
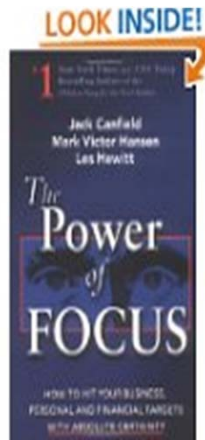
8. Never take time out for yourself – it's always too relaxing and re-energizing.
7. Always expect the worst. That way you are never disappointed.
6. Be a perfectionist. That way nothing is the way you want it.
5. Never be grateful – for anything.



Ways to Stay Stressed

4. Love no one – especially yourself.
3. Be frightened – no terrified of change. This guarantees a permanent high stress level.
2. Smoke and drink too much.
1. Stay disconnected from yourself and others. Do not have friends and try to alienate your family.

Additional Resources



work+live+play

WorkLife

WorkLife Programs

For more information or to register for offerings go to www.purdue.edu/worklife and log in with your career account and password, or call WorkLife Programs at 49-45461.

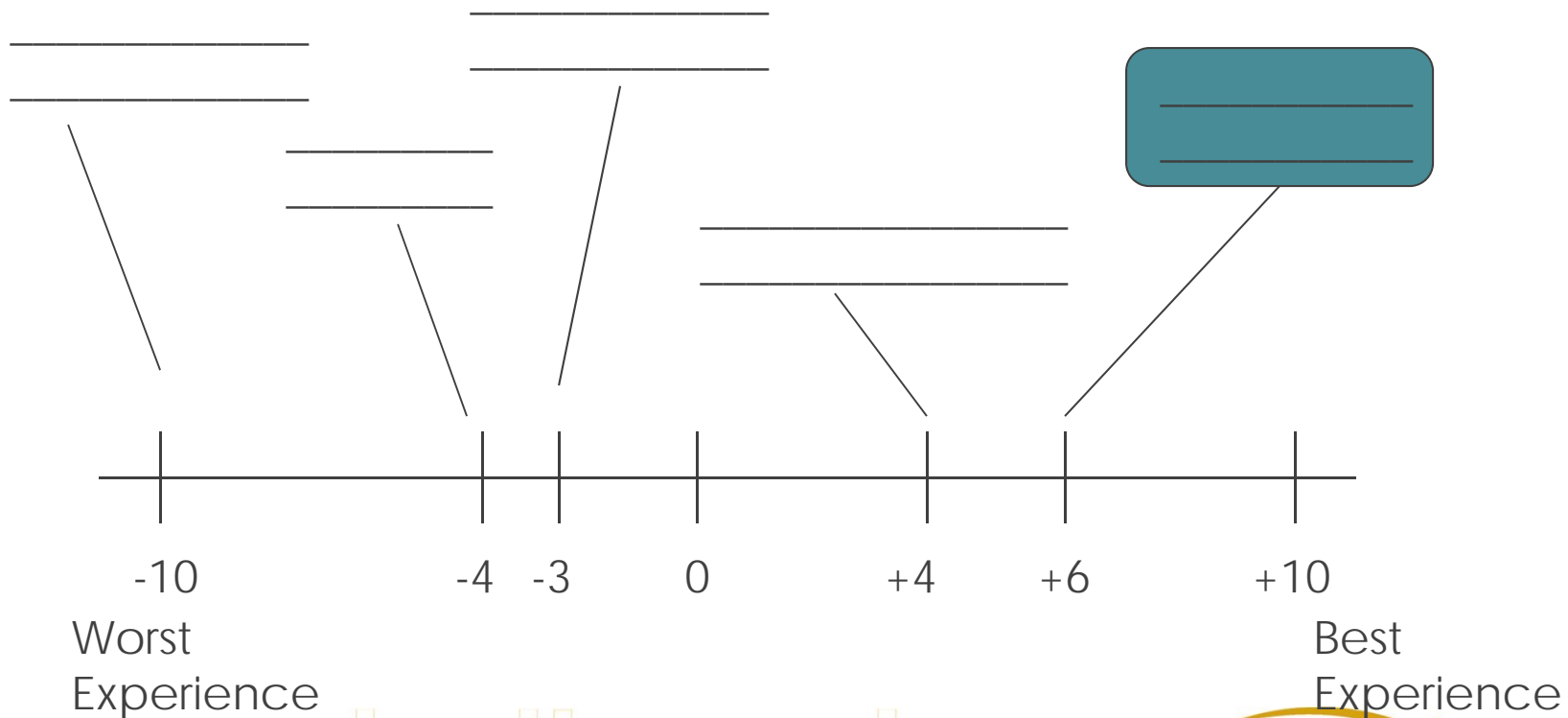
work+live+play

WorkLife

Experience Quantification

Concept by Dave Cheong

Diminish the pleasure you
get from a distraction

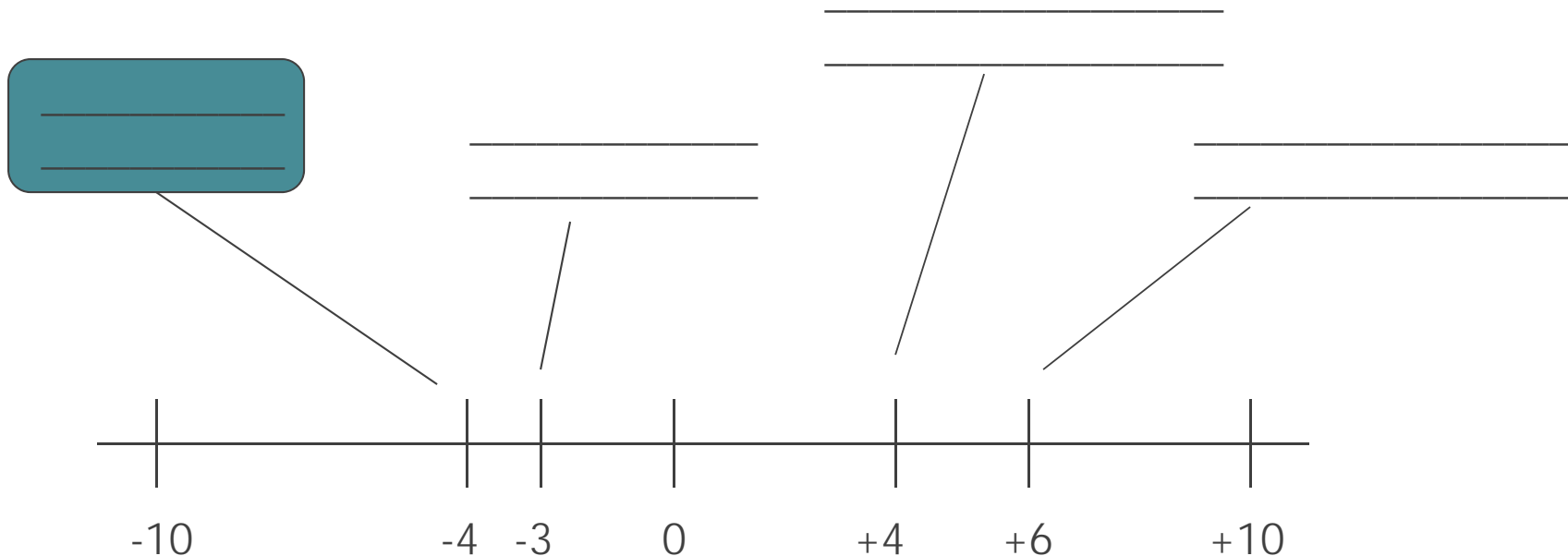


work+live+play

WorkLife

Experience Quantification

Boost the pleasure you get from the task you wish to focus on



Worst
Experience

Best
Experience

work+live+play

WorkLife