

IT'S ABOUT ENERGY MANAGEMENT, NOT TIME MANAGEMENT

What is the purpose of this activity?

Human beings are energetic beings. Experiencing the ebbs and flows of life is the challenge in this modern and dynamic world - and our way of working has changed considerably, especially since the Covid-19 epidemic.

Emotion (e-motion) is 'energy in motion.' Understanding our emotions is necessary in order to thrive, whilst navigating our current challenges and changes.

Best of Today likes to use the riverbed metaphor to explain the difference between being swept up in our emotions and thoughts, versus getting some distance from them. This loosens our attachment to thinking our thoughts are real and "absolute truth"- which helps us self-regulate our emotions.

*We can either be in the river, being swept along in the rapids, hitting rocks and being pulled under which is tiring and exhausting.
Or we could gain access to the riverbed and sit on the bank, observing our thoughts and emotions from a distance.*

Coaching allows us access to the riverbed but we can also do this ourselves through tuning inwards and objectively assessing where our energy is at holistically.

THIS SIMPLE ENERGY MANAGEMENT ACTIVITY IS EMPOWERING - AND IT IS SOMETHING YOU CAN CONTROL!

We can get up on the riverbed for a couple of minutes, to observe and acknowledge which energy tank needs prioritising at this point in time, in this present moment. We need to acknowledge that next week our energy tanks could, and will most likely, look quite different.

This simple exercise can be used in:

- A one on one coaching situation
- Or as a routine check-in with your people during team meetings

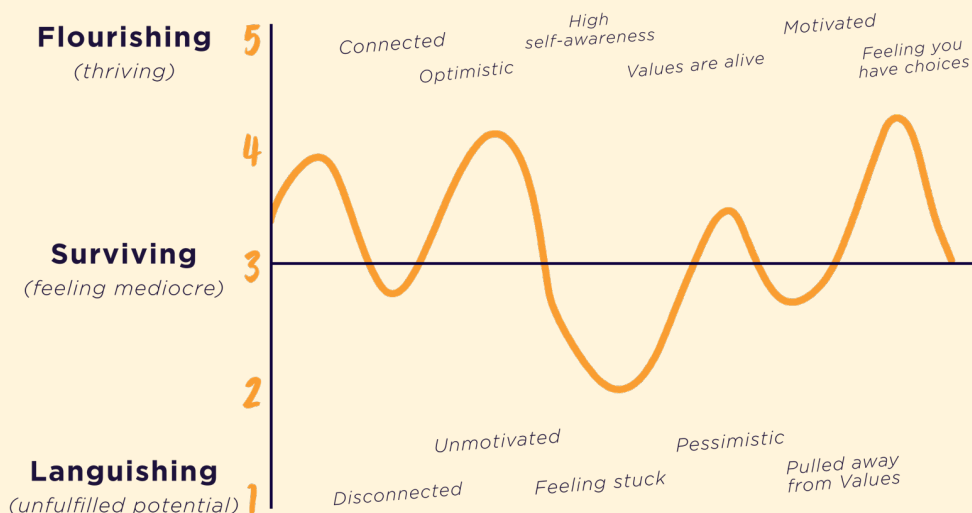
Benefits of using this tool

- **EMPOWERMENT:** Energy management is in our circle of control. Time is finite but energy is infinite.
- **INCREASED SELF-AWARENESS:** Looking at our energy tanks individually allows us access to the riverbed and give us perspective.
- **DIAGNOSTIC TOOL:** We discover what we are needing more of and can set actions to address this.
- **PROVIDE INSIGHTS:** Never underestimate the silence after this activity. This is when we will be having insights and accessing our inner wisdom.

Step-by-step Instructions

Step 1: NORMALISATION

Introduce the ebbs and flows of the human experience and describe how it feels to be in a continuum between the two spaces of Languishing and Flourishing.



Step 2: LABEL THE 4 ENERGY TANKS

Providing 'labels' or 'names' can be so powerful. When we are in the thick of it, it can be hard to see the wood for the trees. Hand out a copy of the Energy Tanks Worksheet (page 4) or ask them to draw a 2 by 2 matrix.

Describe each energy tank to them, using the resource on page 3. As you describe each tank, ask them to rate themselves out of 5 for each tank.

Rating 1 – 5: Measuring requires reflection and tuning inwards and accountability so never underestimate the power behind having to choose and right down a measurement

- 1 – I am feeling completely disconnected to all the components of this tank and very depleted and fatigued at this level.
- 2 – I am feeling connected to one or two of the components of this tank but still feeling a sense of unfulfillment.
- 3 – I am feeling mediocre in this tank. I am surviving but I know I could feel better.
- 4 – I am doing really well in this tank and feeling connected to most of the components.
- 5 – I am smashing this tank! All of the descriptors are fully present for me right now and I am feeling my best self in this tank.

Step 3: ACCUMULATION

Add up their total out of 20. Ask them, what they are noticing or thinking in this moment? Allow silence.

Step 4: PRIORITISATION / EMPOWERMENT / ACCOUNTABILITY

Set ONE realistic and achievable action to consciously deposit energy into their lowest tank(s) in the next 24 hours as a priority. Use pages 5-6 to help them identify an action/s that feels good to them.

ENERGY TANK DESCRIPTIONS

Spiritual Energy Tank

- Knowing your 5 core values and being able to clearly articulate them.
- Being able to connect with your individual sense of purpose within your days. That is, when the going gets tough, you can still grab hold of your purpose, i.e. 'The why' to what you do, what gets you up in the morning.
- Being able to connect with something greater than yourself. This is very personal and unique for everyone. It can show up as religion, rituals, culture, or simply being in the outdoors and connecting with something greater than yourself.

Mental and Emotional Energy Tank

- When this tank is overflowing we feel clear-headed, decisive, able to collaborate with others and think of solutions.
- Our world view is greater and we feel we have options and choices.
- We feel productive and able to access uninterrupted higher level thinking when needed.
- We are able to gain access to the riverbed to recognise and acknowledge our emotions, feelings and thoughts.
- We have the capacity to express emotions in the way we need, in order to let them move through us (energy in motion) and we know the ways that work for us to do this.

Social Energy Tank

- When this tank is overflowing we feel we are able to be present, make time for the people that matter to us and our actions reflect this.
- We feel valued by our workplace.
- We feel a strong sense of connection to our tribe, our community and our workplace/team.
- We have strong professional relationships that provide support and guidance when needed.
- We are frequently giving positive acknowledgement to others.
- We are able to graciously accept positive acknowledgement from others.

Physical Energy Tank

- When this tank is overflowing we are providing our bodies with:
 - 7-9 hours of uninterrupted sleep
 - 30 mins of movement a day
 - 2 litres of water
- We are recharging our brains with as much discipline as we are recharging our phones.
- We are self-aware when we need be around others versus alone time.

ENERGY TANK WORKSHEET

1 - Extremely fatigued

2 - Unfulfilled

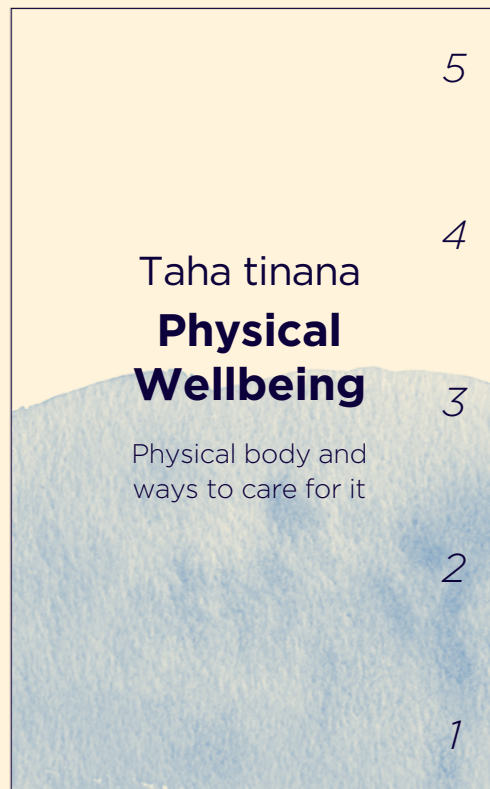
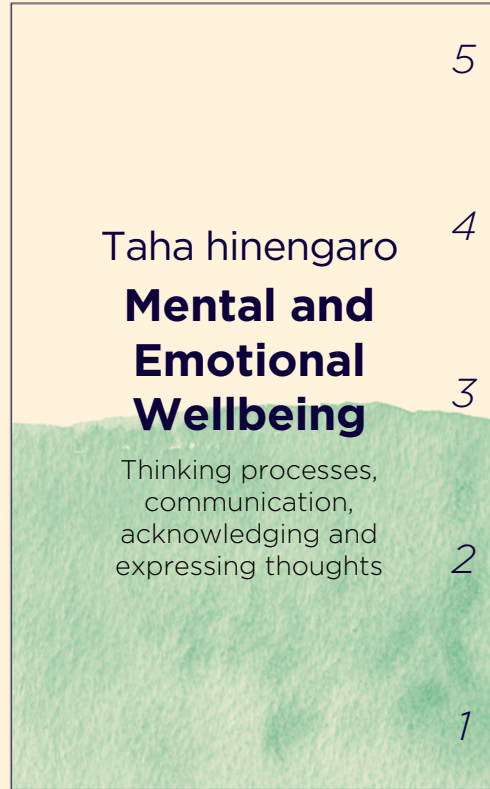
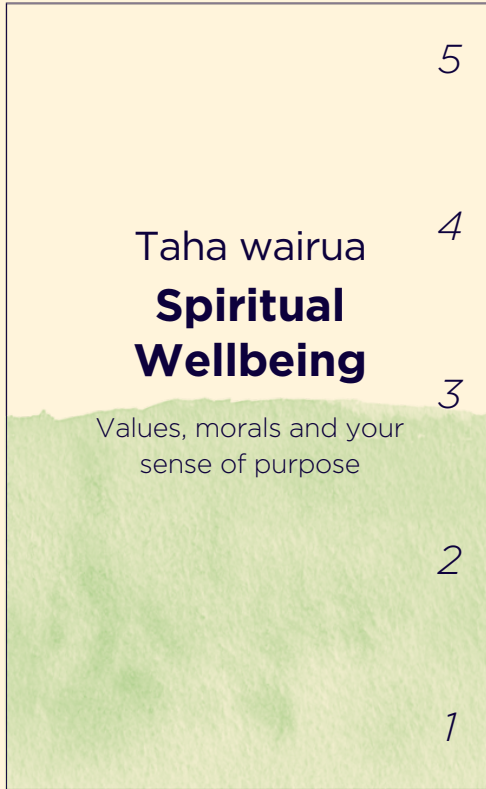
3 - Mediocre

4 - Content

5 - Thriving

Circle your current energy level for each tank

My current total is ____ / 20



Ideas for Depositing Energy into each Tank

SPIRITUAL DEPOSITS

- Go for a walk outside, amongst nature (beach/trees/bush/river).
- Do a guided meditation or bring mindfulness into your day.
- Take time for reflection or prayer.
- Prioritise your rituals and traditions (if you don't have any, start now by creating some).
- Look at your core values and prioritise an activity which celebrates them. Check in with your values periodically to ensure you are choosing activities that nourish them, as significant events or changes can mean we need to adapt and find new ways to honour them. If you don't know your core values, you can use the Values Cards available at bestoftoday.co.nz/shop.
- Create an anchor for connecting with your purpose and bring this into your day. You can find a purpose and anchors pack at bestoftoday.co.nz/shop.

MENTAL AND EMOTIONAL DEPOSITS

- Journaling - this can be a venting mechanism when feeling overwhelmed. Journal your thoughts and emotions, unfiltered and without judgement. Write as though no-one is ever going to read it. You can even rip it up or throw it out to clear it from your mind and body. If you're keen to explore journaling further, you can find the Best of Today journal at bestoftoday.co.nz/shop.
- Labelling - tune inwards and label the emotion you are feeling. When you label an emotion the brain tells itself all is okay because you know what's going on right now so I'll calm down now. This is a brilliant tool because it can be done silently anywhere, anytime.
- Prioritise your top 3 objectives for each day and then plan your to-do list to reflect this. Our Productivity Planner is designed to help you with this (visit bestoftoday.co.nz/shop).
- Take 5 minutes to do a guided meditation, or bring mindfulness into your day.
- Go for walking meeting when energy is low.
- Book in a catch up with someone from your 'energiser tribe', by way of phone, zoom or if possible, physically in person. This may be a mentor, coach, colleague, friend, family member, or someone who inspires you to think big picture and believe in yourself.
- Take 5 deep breaths periodically throughout your day. Breathe in for 5 seconds, pause, breath out for 5 seconds, pause and repeat. Choose a trigger to remind you to do this, e.g. every time you go to the bathroom, or fill your glass of water. Our lungs provide a gateway giving us access to 'turning our calm on' (para-sympathetic nervous system).
- Get comfortable with saying 'no' - especially when you are going to have to be around someone from your 'vampire tribe', i.e. people whose presence depletes your mental and emotional energy.

SOCIAL DEPOSITS

- Schedule a catch up with someone important to you.
- Do a 'Random Act of Kindness' today!
- Write/email a note of 'positive acknowledgement' to someone in your professional tribe or your personal tribe.
- Plan and schedule a kotahitanga (togetherness) activity - bringing kotahitanga is necessary both at work and at home. This could be as simple as a team morning tea shout at work, or a movie night at home.
- Book in a catch up with someone from your 'energiser tribe', by way of phone, zoom or if possible, physically in person. This may be a mentor, coach, colleague, friend, family member, or someone who inspires you to think big picture and believe in yourself.

PHYSICAL DEPOSITS

- Go for a 30 minute walk. Ask if you could have a walking meeting if appropriate.
- Plan a sleep-focussed day by planning and preparing for a good solid sleep by helping your brain turn of at night with good sleep hygiene. E.g. less coffee after lunchtime, no alcohol, no screen time after dinner, down time an hour before bed, etc.
- Write down how much water you are having, set a goal and celebrate and reward yourself when you achieve it.
- What will you do to recharge your brain tonight after work? E.g. read before bed, take a lavender salt bath, put music on at night to change the atmosphere in your sanctuary, do you need alone time or do you need to be around others?

Some things to remember

One activity could fill all four tanks up and that's when you start being efficient with your time to maximise energy deposits. For example:

- Going for a walk/run with a friend with similar values and have invigorating conversation and help find solutions for any challenges you're facing
- Listening to a podcast whilst exercising, and whilst you are feeling energised and clear headed you connect with someone either at home or at work

It doesn't always have to be around a physical activity. Recharging your brain is a tick for the physical tank too. E.g. if you are feeling like you need to be around other people and it energises you then socialising will fill your physical tank up too.

