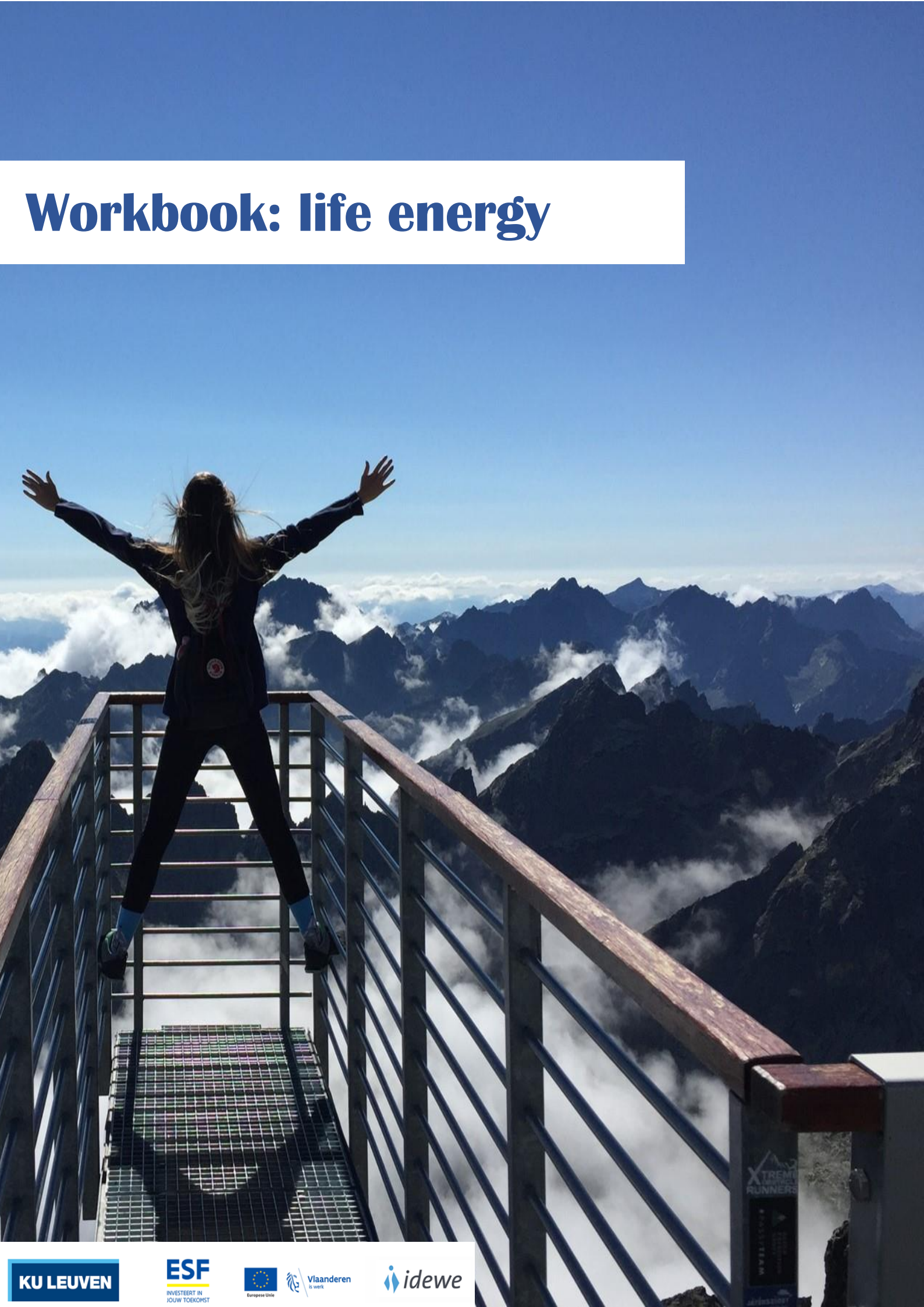


Workbook: life energy

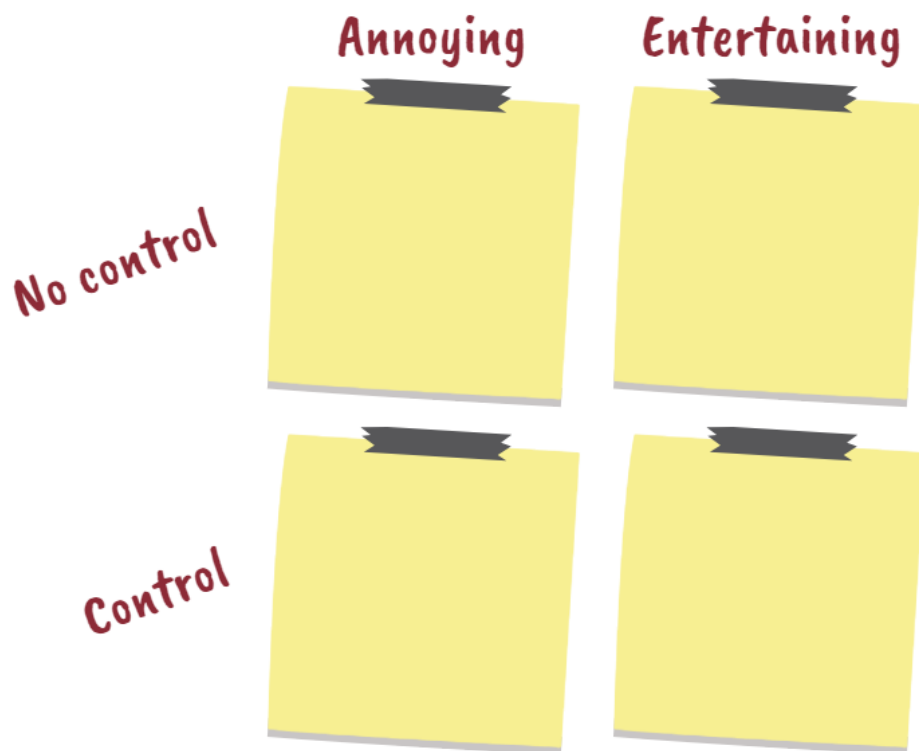


Exercise 1: Distraction Matrix

Avoiding your distractions will give you the focus you need to work productively. We challenge you to write down the distractions you experienced during a working day in the distraction matrix and ask yourself the following questions:

Was I in control of the distraction?	
Was the distraction fun or annoying?	

Distraction matrix



When you've placed your distractions in the "annoying" category regardless of whether or not you have control over them, ask yourself 2 more questions:

Can I handle the distraction ahead of time next time?	
Can I change the way I handled the distraction and do something fun after this annoying distraction?	

Exercise 3: Make a schedule

The second step in increasing your productivity, is to make a schedule in the evening for your next work day. Take a few minutes each evening to do this. The table in Exercise 2 serves as a tool to organize your task list based on your energy level.

Example: The creative posters I have to design for my job give me a lot of energy so I schedule this first (8am-10pm).

<i>Hour</i>	<i>Task</i>

Exercise 4: The habit score card

When you want to create a new habit or change a not-so-good habit, it is important to become aware of your current habits. In the habit-score card, write down your actions and thoughts. After this, determine whether you think this is a good, neutral or bad habit.

Questions such as: "Does this behavior help me achieve my life goals?" "Does this habit align with my values?" "Do I think it's important to repeat this habit every day?" can help you.

We will first give an example:

Habit	Good, neutral or bad
<i>I wake up</i>	<i>Neutral</i>
<i>I turn off my alarm</i>	<i>Neutral</i>
<i>I check my cell phone</i>	<i>Bad</i>
<i>I think about the nice weather and where I want to go for a walk today</i>	<i>Good</i>
<i>I go to the bathroom</i>	<i>Good</i>

Habit	Good, neutral, bad

Exercise 5: Create a new habit

In the workshop you learned the 3 steps to creating a new habit. First you get a signal (I arrive at work and see the stairs and elevator to go up), next comes your routine (I take the stairs), and finally your reward (I start my day well by being mindful of my health). Now try doing this for yourself.

What new habit do you want to create?

.....

Step 1 (signal): make it clear

Step 2 (routine): make it easy

Step 3 (reward): make it attractive

Exercise 6: Break a bad habit

In exercise 4, you made a list for yourself of the habits you consider good, neutral, or bad. In this exercise we will focus on your bad habits. Choose a habit you want to break and go through the 3 steps again:

Which habit do you want to break?

.....

Step 1 (signal): make it invisible

Step 2 (routine): make it invisible

Step 3 (reward): make it unattractive

Exercise 7: What does happiness mean to me?

Happiness is a very broad term and has a different meaning for everyone. Think about it yourself.

What makes you happy?

What does happiness meant to you?

Exercise 8: Value yourself

In the workshop we give 8 tips to increase your happiness at work. One of them is to appreciate yourself, because happiness is maintained when you take a step back and have a moment to appreciate yourself. Fill in the checklist and give yourself a boost in your happiness at work!

Appreciate yourself – checklist	
Five accomplishments I'm proud of	
1.	
2.	
3.	
4.	
5.	
My strengths are	
1.	
2.	
3.	
4.	
5.	
Five compliments I would like to give myself	
1.	
2.	
3.	
4.	
5.	

Exercise 9: Time for action!

Now it's time for action! Think about what you would like to apply in the coming weeks. What tips will you take away? How and when do you want to use them? Establish three actions:

Action 1

What am I going to do?	
By when?	
Who can help me do this?	
What do I need to accomplish my action?	

Action 2

What am I going to do?	
By when?	
Who can help me do this?	
What do I need to accomplish my action?	

Action 3

What am I going to do?	
By when?	
Who can help me do this?	
What do I need to accomplish my action?	