

When You Feel Like the Energizer Bunny

Wonder how to generate the energy to keep going and going and going?

Just what does it mean to be a self-starter? And once you get started, what will keep you going? Can you tap into your own enthusiasm for a project and use that zeal to keep up the momentum? The ability to maintain our energy, and replenish it when it is depleted, is a critical skill, essential to our overall well being.

Who is not in need of power and vitality, especially nowadays when everybody has to appear dynamic and successful? Multiple priorities, responsibilities and emergencies generate multiple headaches and fatigue. Many of us find ourselves drained at the end of the day, marveling at others who seem to zip by with a zest for life that moves them forward, while we puzzle over how to capture the secret of their energy.

The plain fact is that people do not have an unlimited supply of energy. We can, however, renew our capacity for power and enthusiasm if we focus on a few simple, yet often elusive, guidelines:

Love What You Do: When people ask me where I get my seemingly endless energy, I have to laugh. I know it isn't limitless. I simply enjoy what I do, and it shows. My energy comes from interacting with my clients and program participants, family and friends. Having passion for your work and relationships that you enjoy will help fuel your day.

Get Organized and Set Your Course: Define your goals before you get started. Goals come in two sizes; the little ones that help you accomplish day-to-day tasks, and the big ones, the dreams at the end of the rainbow.

Daily goals: As simple as it sounds, people who get things done have project lists. Prepare your list at the end of the day, so you can start accomplishing things first thing in the morning. It often helps if you select one of the easy tasks to do first so you can get a sense of accomplishment by crossing something off the list at the start of your day.

When you find yourself procrastinating or facing a particularly tough job, it helps to break your goal up into incremental goals or tasks for the project. Not only will your interim goals keep you on track and moving steadily ahead, you will get a sense of satisfaction crossing off pieces of the task.

The big goal: Focus on something you want to do, desire or become. Dream about it; picture what it will be like when you achieve it. Now start to make that goal tangible by creating steps that will help you achieve it. For instance, get the travel brochure for a trip you want to take; generate ideas for the book you want to write; or create an invitation for the get-together you want to have. Keep a list of small steps you can take to achieve the big dream so you always

know the next step to take. A big dream also helps you accomplish those day-to-day tasks if you remember that they are helping you get one step closer to your pot of gold.

Shape Up for More Energy: Pay attention to the essential basics that keep you healthy: a well-balanced diet, sufficient sleep and moderate exercise. Remember to take breaks during your day to release tension that is brought on by hectic schedules. Release the tension consciously with some relaxed deep breathing. Get up and stretch a little throughout the day if you are stuck at a desk. And, rely on your sense of humor to overcome tough situations.

Be Careful of the Company You Keep: Certain people fortify us, and after time spent with them, we wonder why we don't see them more often. Increase time with people who boost your enthusiasm. They are like a surge of energy.

Avoid toxic personalities. People who make you nuts, cause your stomach to churn or add to your stress are sapping your energy.

Maintain a Positive Attitude: It is said that a third of the population usually has a smile on their faces, a third have a frown and a third have no expression. Which third are you in? Catch yourself in the mirror and smile! If you smile more often, you will feel better, increase your energy, and some say, even stay healthier. Smile and others will smile back at you, making them feel better, too!

Stay In the Moment: Whether you are talking to your kids or your boss, stay focused on the expression on their faces as they tell you their story. If you're dining as a family, savor the food and the chance to be together as a family. Pay attention to NOW.

Don't get distracted with things that take you away from your goals. If you're at work, concentrate on the task at hand, not on the task that is waiting for you. Set time aside to review mail, act on it by making an immediate response, assigning it to a file, making a to-do notation or tossing it. The goal is to handle it only once.

Avoid interruptions by setting up simple boundaries for others. For instance, let an assistant or voice mail pick up your calls during a busy period. Plan a convenient time to return all calls. In the same manner, avoid letting other people's needs ambush your plans. You can let co-workers know that a closed door indicates that you prefer no interruptions (make sure to open the door eventually!) If at home, let other family members know that you need uninterrupted time for a project. If necessary, plan to have a sitter for that time. It will be money well spent.

Enjoy Sweet Rewards: Just because you now have the energy to keep on going and going, you should take a break now and then just for the fun of it. In fact, just knowing that you have a reward waiting for you can make your project list fly by. Many people put their rewards right on their to-do lists. Or they just plan time for things that make them smile, such as playing with a pet, taking their kids to lunch, singing, calling an old friend or taking a walk.

Big rewards are great motivators too. After tackling a major project at the office or renovation at home, it's fun to plan an outing, an afternoon of spa pampering or an evening at a sports event to

celebrate your accomplishments. Remember to reward others who have enabled you to meet your goals. Surprise your staff with rewards for tasks well done, under budget or ahead of schedule.

By mapping out your daily and long-term strategies, focusing on well-defined goals, avoiding interruptions and balancing your lifestyle, you will spend your time more wisely, achieve a more organized approach to tasks and discover new-found energy and enthusiasm to accomplish your day-to-day tasks and achieve your long-term goals.

"Even if you are on the right track, you'll get run over if you just sit there."

Article written by C. Holloway Hill

Website: www.chollowayhill.com

email chollowayhill@yahoo.com

Feel free to write with your experiences, comments, questions