



Tool #2 - Part B

Increase Your Workplace Energy

Part B Includes:

Top 7 Key Points

2 Week Progress Report

Final Progress Report

(Part B is a Review and Follow Up from Part A)

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Employee Success Toolkit
Tool #2 - Part B
Increase Your Workplace Energy

In part A you learned many ways to increase your energy at work. Part B will help you review and record your progress.

Top 7 Keys to Increase Your Workplace Energy

If you are overwhelmed with how much work you have to do, and you don't know where or how to find the energy to get your tasks done, practice these re-energizing strategies.

1. Keep a book of inspiring stories at your desk. Reading even one story can lift your spirits.
2. Feeling blue leads to negative thinking. Stay positive. Take two minutes to make a list of the many things for which you are grateful.
3. Switch from one task to another. Varying tasks from something tedious to something more physical or creative, will help keep your energy level high.
4. You can get energy from energized people. Find someone who is upbeat and enthusiastic and have a brief conversation. It is amazing how your energy level will climb.
5. Visualize a high energy moment. Close your eyes for a minute and visualize the time you were skiing down the mountain, dancing all night, or swimming in the ocean.
6. When you are feeling down, reach for your humor file. Keep a humor notebook of jokes and cartoons. Enjoy a few minutes of fun and laughter.
7. Take healthy snacks to work. At your low energy times, eat high-energy snacks—a hard-boiled egg, celery with cream cheese or peanut butter on crackers. Eat a light lunch. Heavy lunches make you sleepy.

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Tool #2 - Two Week Progress Report
Increase Your Workplace Energy

Name _____ Date _____

Look at the goals that you set in part A of this lesson.

What have you done so far to reach your 3 main goals to increase your workplace energy?

1. _____

2. _____

3. _____

What will you do in the next 2 weeks toward reaching your goals?

1. _____

2. _____

3. _____

Make a copy of this to give to your supervisor, and keep one for yourself.

Post your goals in your workplace where you can easily see them.

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Tool #2 - Final Progress Report
Increase Your Workplace Energy

Name _____ Date _____

What progress have you made towards achieving your 3 main goals to increase your workplace energy in the last two weeks?

1. _____

2. _____

3. _____

How have your efforts to increase your energy made a difference at work?

1. _____

2. _____

3. _____

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Additional Resources

All are available on The Confidence Center Web at
www.ConfidenceCenter.com

Free Resources

Email Newsletter:

Employee Morale and Confidence Tips

It has creative ideas you can use every week to keep up morale.

Sign up for Free at www.ConfidenceCenter.com

Assessments:

Are you happy at work? Take the [Employee Morale Assessment](#)

How confident are you? Take the [Confidence Quiz](#)

Articles and Past Newsletters

Calendar of Special Days:

Special days you can celebrate for every month of the year.

Fun Zone:

Jokes, cartoons, and more - when you just need a break.

Coaching:

Telephone coaching by our certified professional coach. To get one *free* coaching session.

Details at <http://www.confidencecenter.com/serv06.htm>

Low Cost Resources

Products:

Books, eBooks, videos, and other products to make you more successful at work.

Seminars:

We offer in-house seminars, customized for your company or organization.

Tele-seminars:

Telephone seminars on employee morale and employee performance. These will be announced in our newsletter and on our web.