



Tool #2 - Part A

Increase Your Workplace Energy

Part A Includes:

Lesson

Quiz

Goal Setting

(Each tool is presented in a 2 part lesson format.
Part B will follow in two weeks)

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Employee Success Toolkit

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If you are overwhelmed with all the work you have to do, and don't know where or how to find the energy to get your tasks done, here are some tips to re-energize when your engine is running on empty.

Energy is needed for motivation. "Motivation is a powerful tool for success and achievement, but it must be practiced on a daily basis. Many say that motivation wears off, which is true... but so does bathing, that is why you must do it daily," says Willie Jolley, author of "It Only Takes A Minute To Change Your Life!"

Read for Inspiration

Keep a book of inspiring stories at your desk. Reading even one story can lift your spirits. Mark Victor Hansen, co-author of the best selling book series, *Chicken Soup for the Soul*, has as his motto, "*Changing the World One Story at a Time. . .*" Make yours, "*Boosting morale one story at a time.*"

Think Positively

When we feel blue, we tend to have a pity party and think of all the negatives in our lives. Instead of focusing on negatives, take two minutes to make a list of the many things for which you are grateful. You will see your sadness transformed into happiness, as you become aware of your many blessings.

Vary Your Tasks

If you have several tasks, switch from one to the other. If you are working with something that is tedious, switch to something that is more physical or creative. Reward yourself for getting the boring tasks done by doing a task that you enjoy.

Listen to Music

A wise person once said, "*We don't sing because we're happy; we're happy because we sing.*" Sing out loud if you have your own office. Sing to yourself if you work alongside others. If your company allows it, take a tape player to work, and use earphones to listen to your favorite songs.

Play Games

Play "*Beat the Clock*". Count how many calls can you make, or how many checks can you post, in a certain time limit – a half-hour or an hour. Give yourself a penny for each one. Save up your money and spend it on something fun.

Make up your own bingo card using words related to your job instead of numbers. Then

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as you work, cross out the words for the task you accomplished. When you get five across, down, or diagonally, reward yourself from your treasure chest of rewards that you have gathered ahead of time.

Take an Exercise Break

Every hour take a five-minute break. Stand up, stretch, walk around, do knee bends, jog in place, go up and down a flight of stairs to get the blood flowing. If you can, go outside for a breath of fresh air.

Give Yourself a Mini-Massage

Gently massage your scalp, being careful not to mess up your hair. Then, massage your shoulders and arms. Finally, massage your legs. You can do this enjoyable energizer in only a minute.

Employ People-to-People Energy

You can get energy from energized people, so find someone who is upbeat and enthusiastic for a brief conversation. It's like plugging into an electrical socket. It's amazing how your energy level will climb.

Take a two-minute walk around your office and give everyone you see a cheery "Hello" and a compliment. When you spread good cheer, you can't help but brighten your own day at the same time.

Call for a two-minute "Energy Cheer." Arrange with your co-workers that anyone who is feeling drained can ring a bell to call for an "Energy Cheer." Employees then make a circle around the drained co-worker and take turns saying, "What I like about you is..." Everyone then goes back to work feeling connected and energized.

Make a Poster

Make a small poster with a sad face on it. Below the face write – "Please cheer me up!" and hang it on your office door or cubicle. It serves as an invitation to your co-workers to help make you feel better.

Appoint an Energy Ambassador

Co-workers can take turns being Energy Ambassador of the Week. The ambassador is then responsible for creating energizing moments, activities, or events for his or her co-workers during the week.

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Visualize

Use your imagination to re-create a memory of 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.

Utilize Humor

Make your own humor notebook full of jokes and cartoons. Keep your notebook handy, and read it to spark your energy.

Whenever you see a funny cartoon or joke, put it in a folder. When you're feeling down, reach for your humor file, and enjoy a few minutes of fun and laughter.

Eat Healthy

Take healthy snacks to work. Don't eat candy or high sugar snacks, they peak your energy and use it up quickly, leaving you on empty again. At your low energy times, eat high-energy snacks like – a hard-boiled egg, celery with cream cheese, or peanut butter on crackers.

Don't eat a heavy lunch that makes you sleepy. Skip the lasagna, and eat a light lunch. For example, eat a turkey sandwich with lettuce and tomatoes on whole wheat bread. Add a salad if you want more to eat, but skip the salty chips and the dessert.

You Have the Power

These are just a few of the many things you can do to recharge your battery at work when it is running low. You have the power to create the sparks that light up your days at work.

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Tool #2 - Quiz

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Complete the quiz, and give the answers in to your supervisor.

Name _____ Date _____

1. How can thinking positively help you stay energized at work?

2. What is the value of varying your tasks throughout the day?

3. What kind of games can you play while on the job to keep your energy up?

4. What exercises can you do at work?

5. Name 3 ways in which you can employ people-to-people energy.

1. _____

2. _____

3. _____

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Tool #2 - Your Goals for Increasing Your Workplace Energy

Name _____ Date _____

What are your 3 main goals for this month for increasing your workplace energy?

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.

1. _____

2. _____

3. _____

Signature _____

In two weeks you will receive Part B of this lesson. It will contain:

- The 7 key points from this lesson to refresh your memory, and
- A place for you to record your progress toward your goals.

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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.