

Steps to Take When You're Running on Fumes



Terms to Reconsider:

Success

What does success *feel* like to you? Recall one of your most wonderful successes - what did it feel like in your body and spirit?

Productivity

Productivity for its own sake is so last century! Consider allowing your work or efforts to be FRUITFUL rather than strictly productive. ("Fruitful" actions tend to be more playful - and more enjoyable.)

Time & Energy

They are not the same, though work cultures often try to equate them based on the value they place on productivity. Consider evaluating how you allocate time in contrast to how you allocate energy. (Pie charts are handy for this.)

And instead of feeling that you have to SEIZE THE DAY to succeed, remember that time is your friend and is here to help you enjoy your life. Maybe you could *squeeze the day* instead? (Just give it a hug. :)

The last few years have been unexpected in so many ways. While we consider how to develop new skills in the workplace, we need to reflect on how we define and sustain success in our daily lives.

The tools listed here are meant to help you reconnect to your goals while keeping your spirit and energy in restorative and beneficial balance.

When you sense there is a lot you want to do but that you do not have a lot of energy with which to do it, revisit this worksheet.



A little goal:

I want to: _____

The line above is a place to write a **goal, aspiration, or intention** you have for yourself at work or at home.

When your energy is limited - and especially if you are a person who tends to over achieve as a measure of success, practice *feeling* successful by noticing the movement you make toward "little" goals.

Recall what past successes felt like in your body and spirit and use those feelings as indicators of your success. Plus, feeling those successes does wonders for your energy.

Examples:

I want to:

- Remember to say thank you to people and really mean it.
- Pay attention to how I interact when I disagree with others.
- Offer and provide support to others more frequently.
- Practice asking for help.
- Celebrate my colleagues' successes with positive feedback.
- Learn to make good risotto.
- Take more walks with my friends.
- Improve my upper body strength.
- Trust to my intuition more often.

Whatever you want to move toward, just write it down. **It's a perfectly good place practice feeling your successes.**

Planning for Success



Any adventure (no matter how seemingly small) requires some basic gear. Knowing that you've got the essentials like a good traveling companion, a Swiss Army knife, clean socks, or your wallet makes the whole thing easier.

Learning to manage others well is as much of an adventure as anything. In order to move toward your goals, what resources might help you feel successful?

GEAR to make creative reconnection better and more fun:

In the spaces below, list what you'll need to be able to notice successes as they happen and to be able to let your energy restore itself over time.

Notice Glimmers of Joy

Your interest in what you're doing is as important a part of your "gear" as anything. It's important to be aware of your own interest, delight, and joy as you start restore your energy because they *will* fluctuate over time. That's okay.

When you feel like you are lagging or overwhelmed: **pause, breathe, reorient** to what success can feel like, **and begin again** when you can.



Allies

People cheering you on



People to Avoid

The nay-sayers



Tools and Resources

Money, equipment, relationships



Metrics*

Specific feelings or benchmarks

**this is how you recognize success as it happens.*



Planned Breaks

Resting is important. Plan for it.



Celebration

Each success builds your energy.