

Take Care of Yourself

Energy Inventory

Physical Energy

- ___ I eat well, including at least 5 servings of fruit and vegetables daily.
 - ___ I stretch my body every day.
 - ___ I know and practice (at least once a day) some form of breathing exercise that helps me tune into the strength and wisdom of my body.
 - ___ I don't smoke.
 - ___ I drink no more than one caffeinated beverage each day.
 - ___ I drink no more than 3 or 4 alcoholic beverages each week.
 - ___ I exercise every day.
 - ___ I watch no more than 3 hours of television each week.
 - ___ I get at least 8 hours of sleep each night.
 - ___ I have had a full physical within the last 12 months and have been to the dentist within the last 6 months.
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Intellectual Energy

- ___ I read for pleasure.
 - ___ I regularly take it upon myself to learn something that has absolutely no relation to my work.
 - ___ I know my net worth and am comfortable with the flow of money in my life.
 - ___ I regularly engage in some type of professional development.
 - ___ I have a mentor and a mentee.
 - ___ I take at least one complete day off work every week and have set aside time for my next vacation.
 - ___ I set aside time during each workweek to reflect on my leadership, pausing to consciously learn from my successes and failures.
 - ___ I turn off my email and the Internet for several hours every day.
 - ___ I have a place in my home or office where I can work uninterrupted whenever I need to.
 - ___ I have friends and colleagues who challenge my assumptions.
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Energy Inventory Continued

Emotional Energy

- ___ I have a best friend or a soul mate.
 - ___ I have a circle of friends who meet my needs for sociability and companionship.
 - ___ My friends and family accept me for who I am.
 - ___ There is nothing unspoken between me and any member of my immediate family.
 - ___ I do not have any habits I find unacceptable.
 - ___ Everything about my home environment is just the way I want it to be.
 - ___ Everything about my work environment is just the way I want it to be.
 - ___ I have a coach, therapist, or spiritual director that I can call on in times of transition.
 - ___ I laugh several times each day.
 - ___ I hug someone every day.
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Spiritual Energy

- ___ I have reflected upon what “spiritual” means to me and have begun making choices that deepen my spiritual life.
 - ___ I set aside at least five minutes of quiet time every day for meditation, prayer or contemplation.
 - ___ I have a daily gratitude practice.
 - ___ I have a journal and use it.
 - ___ I listen to music I love every day.
 - ___ I notice and appreciate something about the natural world every day.
 - ___ I spend time outdoors every day.
 - ___ Upon awakening, I acknowledge the new day before I begin reviewing my to-do list.
 - ___ I know my life purpose and can articulate my core values.
 - ___ My work is meaningful to me.
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Coach Yourself

On a scale of 1-5, what's my energy level right now? What would make it a 5?

As I think about my leadership challenge, what's my energy level?

As I attempt to make progress on my challenge, how will I stay connected to purpose?

How do I know when my energy is waning?

What (place, people, practices) revitalizes me?

Who can I ask for support in taking care of myself?

**Building
Next-Gen
Leadership**

Take Care of Yourself

Memo to Self

Sincerely,