



Energy and Health

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ECI's
Coaching Blog

Editor's Letter

Hello Everyone

Welcome to the June Edition. As we approach the half point of the year it is a great time to stop and reflect on and be grateful for, our health.

It is also a great time to spend a few moments thinking about how to increase energy if feeling drained with everything that is happening in your lives. What one action will automatically make you feel better? Give it a go this week and see how you feel.

We hope that you enjoy this edition and forward the newsletter to family and friends.

“The first wealth is health” - Ralph Waldo Emerson

The Inaugural ECI Australasian Coaching Conference – “The Future of Coaching – Embracing the Opportunities of the 2010s” is taking place in November. For further information and prices, click on:

http://www.europeancoachinginstitute.org/conference_2008/



Anna.

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ECI Additional Benefits for Members

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C.P.D. (continuous professional development) Log – [Click here for access to the log](#)

What other member's offers would you like the ECI to source? Let us know by sending the ECI an [email!](#)

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Definition of Health & Energy

Health – noun

1. the general condition of the body or mind with reference to soundness and vigor; good health; poor health
2. soundness of body or mind; freedom from disease or ailment; to have one's health; to lose one's health
3. vigor; vitality; economic health

<http://dictionary.com>

Energy - noun

1. the capacity for vigorous activity; available power
2. an adequate or abundant amount of such power
3. Often, **energies**. a feeling of tension caused or seeming to be caused by an excess of such power

<http://dictionary.com>

"Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity". This quote from the World Health Organisation (1948) serves as a good summary of what this article is all about. Health, wellbeing and vitality are factors that influence all other aspects of an individual's life: work, family, relationships, etc.

And what's the best time to review your own health standards and create a plan to improve it? That's right - the end of the year, the time of resolutions. In this article, you will learn how improving day-to-day productivity can be as simple as invoking small changes to areas such as diet, exercise routines and sleep.

Diet for Energy

Being more productive can initially be as simple as having a good breakfast. The reason for this has a lot to do with a person's blood sugar levels. When people get up in the morning their blood sugar levels are usually good, but they decline rapidly with the morning's activity. Most people don't feel like eating and many try to get by with a cup of coffee or some cereal and toast.

This sort of meal, even if supplemented with orange juice and bacon, is high in carbohydrate and causes sugar levels to peak rapidly but about an hour later they drop dramatically. The effect is even worse if a person eats food high in sugar such as jam, doughnuts or sweet pancakes. This peak followed by the drop in blood sugar causes feelings of fatigue and irritability and makes concentration difficult.

People who eat protein in their breakfast, such as eggs or fortified milk (milk with skim milk powder or protein powder added) elevate their blood sugar to a good level and it stays consistently high throughout the morning. Studies have shown that no matter what a person eats after having no breakfast or a high carbohydrate breakfast, they are susceptible to fatigue and irritability for the rest of the day.

It is now generally accepted that people should eat breakfast (with protein) to be able to function for a full day (Davis, 1976; Eades & Eades, 2000; Holford, 2005; Wills, 2000).

Many people drink coffee or tea as a starter for the day. The caffeine in these drinks artificially allows the body's levels of adrenaline and dopamine to rise. Adrenaline is a 'heart starter' and dopamine promotes a sense of well being and alertness. However, because caffeine has artificially stimulated this result, the body's natural regulation is interfered with and caffeine is needed to continually keep the body stimulated.

In other words, coffee and tea drinkers become addicted to caffeine. Over time, this may lead to a higher tendency towards apathy, depression and exhaustion. After only a few weeks of using caffeine, people must continually boost the levels to get the same result. However, people usually start to lapse into the phase of fatigue and poor concentration. The solution is to stop drinking these sorts of drinks and to allow three or four weeks for the body to readjust. The feelings of fatigue and heaviness will pass (Holford, 2005).

Exercise

The aim here is to get people into a higher optimum state resulting in a better use of their time. That way their use of time will also be more optimal. Difficulties concentrating and general lethargy do not constitute a good basis for working on time management. Exercise contributes to this higher state of optimum.

Mental Fatigue and Burnout

Sometimes we overdo things. Being active, however, is as important as having a good balance between juggling our several daily tasks, and having a timeout. Here are some tips to achieve better balance:

- Taking regular breaks at work: Rather than work at something for an hour, try working for 45 minutes and then having a break for 15 minutes to stretch or get some fresh air. People often get caught in a pattern of slogging away trying to produce resulting in draining themselves of their energy and never feeling any rewards. These small breaks can be considered rewards as part of a behavioural management system, whereby production is then rewarded by a break.
- Scheduling family time and down time: Too many people treat such things as though they are of secondary importance. However, such activities should be included in a wellbeing plan as with anything else.
- Taking a walk: This is a walk not to continue to think about things, but rather a walk to focus attention on what is going on around the person. It expands the mental zone around someone who may have spent several hours of the day fixated on a computer screen or a task that was immediately in front of them.

Inspirational Quotation

"When you manage stress better, when you exercise, when you eat better, your quality of life improves."

Dr. Dean Ornish

"Energy is the power that drives every human being. It is not lost by exertion but maintained by it, for it is a faculty of the psyche."

Germaine Greer

"Energy is eternal delight."

William Blake

Sleep

People who are stressed and overloaded usually need more sleep; it is ironic however that their sleep is affected because they are stressed and overloaded. A number of factors can be investigated to help improve sleep (Holford, 2005; Mattlin, 1979):

- Keep to a regular schedule of going to bed: Establish a ritual for going to bed. This might involve reading to children, putting pets to bed, drinking milk, checking the doors and other rudimentary actions. They all help to start to signal to the consciousness that it will soon be time to switch off.
- Exercise regularly.
- Keep caffeine levels low.
- If hungry, eat a light and easily digested meal. Cereal or toast is a good option. Anything heavy will require too much effort in the digestive system, thereby keeping the person awake.
- Have a definite cut off point for the working day, and allow some time before going to bed to wind down. Stretching, yoga, reading, meditating or sex are activities recommended in this time period. Television and the Internet are not recommended.
- Keep a journal and write down the events of the day. This is a way of getting the day out of one's head. A few minutes of reviewing the day, perhaps an hour before retiring can be helpful. Keep it light and don't get into too much analysis of what has happened in the day.
- Don't get into a routine of using sleeping pills or alcohol. They may be effective in a crisis but their usefulness will wear off in a couple of weeks, leaving a situation that is worse than it was before.
- Have a comfortable bed. Many people overlook this, as they become accustomed to what they are sleeping on and they don't realise there is anything wrong. It pays to try different beds until they find one they feel comfortable with.
- Cool bedrooms are associated with successful sleep. Overheating tends to lead to people waking up.
- Keep noise and light to a minimum. People who think they sleep successfully through intermittent noises such as trucks and trains going past may have their cycle of deep sleep interrupted, even if they are not fully waking up.
- If you can't sleep, get out of bed and do something simple. Part of the theory behind this is that lying awake in bed is 'conditioning' someone to associate their bed with being awake. Reading or watching something dull on TV may help, as may stretching or light exercise.
- Warm milk before bed. Studies demonstrate that the tryptophan in the milk acts as a natural tranquilliser when heated. Tryptophan is also found in eggs, chicken, nuts and seeds. Tryptophan is also sold as a supplement but may only be possible to obtain from a doctor.
- Ensure you are not deficient of melatonin. Melatonin is a natural part of the brain's biochemistry, produced in the pineal gland. It helps to regulate sleep and is largely responsible for helping us to stay asleep. People who wake up in the morning and are not able to get back to sleep may be deficient in melatonin. It is available in supplement form in chemists and can provide immediate help to people who are having sleep problems (although should only be taken as directed by a health professional).
- Natural remedies. Natural therapists can be asked for assistance with other natural remedies such as herbal remedies and teas.

As well as these aspects, there are a number of factors that can cause low energy and vitality. The following factors are part of an energy program developed by Cabot (1997):

- Consume anti-oxidants and essential fatty acids to help look after one's cellular level.
- Boost the immune system.
- Cleanse the liver to optimise its function.
- Correct hormonal imbalances.
- Handle any exposure to toxic chemicals.
- Correct inappropriately prescribed drugs.

Are you ready to implement some of these strategies to improve your wellbeing and productivity? Then take action and turn your next resolutions to reality instead of just wishful thinking!

Readers Feedback

"A great newsletter!! Not only is it well produced with many informative articles (as I've noted in past issues as well) but this edition is based around a topic that is so important for us all to consider at this time.

I think that it's important for us as coaches to raise the awareness around this issue of sustainability as appropriate with either the individuals and/or organisations that we come into contact with through our coaching activities.

Thanks once again for raising the awareness and I wish you continuing success with the newsletter."

Terry Neal, Assoc.

"Just wanted to say – Well Done Anna! This newsletter is fantastic and you've done a great job."

Sarah Hue-Williams, PECl

"Great job Anna. Congratulations from Canada!"

Betska K-Burr, MECI

We would appreciate your feedback on any aspect of the newsletter.

Email the editor!
anna@the-eci.org

Top Tips - 10 Ways to Support Your Health

1. Eat a balanced diet
2. Exercise regularly
3. Receive adequate sleep each night
4. Be positive in your thoughts and actions
5. Use self care as a number one priority
6. Have regular checkups with a health professional
7. Surround yourself with vibrant & positive people
8. Do what you love
9. Have a creative outlet to express yourself
10. Be passionate

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Members Offers

Build a Booming Business – Betska K-Burr, MECI – [Click here for more details](#)

Get Known Fast – Tessa Stowe, Assoc – [Click here for more details](#)

Your 'Get Known Fast' programme was super value for money and I want to thank you so much for changing my life in many ways Tessa! – [click here](#) for the testimonial written by a member of the ECI

The Science of Getting Rich – Barbara J. Dalpra, FECI – [Click here for more details](#)

Professional Indemnity Insurance – [Click here for more details](#)

TaxCafé – [Click here for more details](#)

How would you benefit if you were to promote your own business offers to the ECI's membership?

Take this opportunity to promote your business offers to ECI members. Please [email](#) the following details:

- a. Offer title
- b. Organisation name
- c. Organisation location (country in which you are based)
- d. Short description of your offer (no more than 250 words) please note - where this description is longer than 250 words, the display posted onto the web-page will end at the 250th word.
- e. Price and currency (please explain whether this includes or excludes VAT, Sales Tax, or any additional costs)
- f. Offer contact details - i.e. web-link or email address
- g. If applicable, offer end date

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Healthy Simplicity

Rachel McDonald

In the modern world, the definition of health has become quite distorted. We are bombarded with so much information, we no longer know who to listen to. In this article, we will look at some simple ways to redefine health and live a simple, healthy life.

To set the foundation for success, start by clearly defining what health really is for you. Your definition may include what your body can do, how you feel emotionally, how much energy you have, how you handle stress and even your libido. Look for role models who fully embrace health. The personal trainer who eats junk food because they'll burn it off, for example, may not be thinking about their long-term cardiovascular health.

Another important foundation step is to find a professional health practitioner to help you with objective measurements of health, as the absence of observable symptoms does not automatically equal health. For example, you may have no symptoms, but your bad LDL cholesterol could be too high, or you may be insulin resistance.

With your foundation in place, it's now time to look at the core components of physical health – exercise and nutrition.

Make your exercise regime work for you. Instead of driving to a gym to work out, get a trainer to design a workout for you that you can do at home with minimum equipment. Functional exercises such as push-ups, squats and the plank can also be done when you travel, minimising your excuses not to exercise. When you find them too easy, you can add a weight vest.

Look for fun ways to stay active that can involve family and friends. A day of adventure or on a jet ski or riding a horse will give you a workout, while hiking can involve the whole family.

When it comes to food, don't talk about giving up foods. Instead, say you're eating more fruits, vegetables, nuts, seeds, whole grains, meat, hard cheeses and legumes, and simply cutting back on processed foods and sugar. That sounds much more appealing than a massive list of foods to avoid.

If you have a food that you love but know you probably "shouldn't" eat, make it a special event. For example, instead of eating a block of some boring chocolate, head off with friends once every two months to the local chocolatière and try the latest dark chocolate fudge. It is much more satisfying, and reduces the pressure you put on yourself to avoid it.

Please don't forget to promote the ECI to like-minded friends, colleagues, and clients by forwarding them a copy.

At times it seems that the simple steps to health are far from easy, especially when people around you have different ideas. Health is your foundation for living your ultimate life, and, as such, is the ultimate reward.

Rachel McDonald
Health 4 U

rachmmmcd@hotmail.com

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Your Questions Answered

Kirsty-O'Callaghan

Q. It has been suggested to me to organise my day around my high and low energy times. What does that mean?

A. Everybody has times during the day where they will feel more get up and go, mentally and/or physically.

Our bodies go through a natural cycle throughout the day which at times produce more output, and at other times needs refuelling or to slow down or rest or sleep. This differs from individual to individual.

The best way to find out your best or sluggish output times is to journal over the next week the following times when you feel you:

- think more clearly and quickly
- have more energy to do physical activities
- are tired & need to slow down
- need to clear your mind & refocus
- are calmer, irritated or focused & can retain information more productively
- are hungry and thirsty

After a week or so you may find a pattern emerging as to your high and low energy times of the day. Around this pattern you can appropriately organise your activities to get the most out of each day's expectations; as well as being aware of your own self care needs.

Following a routine that embraces your natural energy cycles can boost your performance as well as increase your self-esteem and confidence in your own abilities.

Submit your questions to the ECI's panel of experts by sending your questions to kirsty-ocallaghan@the-eci.org.

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Accreditation and Coaching Referral Service

How important is it for coaches to continually market their own coaching practice? The Coach Referral Service provides each Accredited Coach with the opportunity to promote themselves as part of their membership.

To enter your details on the Coach Referral Service, it's a simple process. Login to the members area (<http://www.europecoachinginstitute.org/members/>) and select the following members options:

- Training – enter your training course details using this menu option.
- Workshops – this gives you a chance to enter all the workshops that you have attended.
- Accreditation – your ECI accreditation details will be displayed. Don't forget to enter any other accreditations that you may have.
- Business Details – select the types of business that your coaching practice encompasses.
- Organisation Memberships – enter all the business organisations for which you are a member. For example, Chamber of Commerce.
- Insurance – this allows you to display your Professional Indemnity Insurance policy details.
- Edit Details – to enter the languages you coach in, your coaching speciality, short description, approach to coaching, a few words from the coach and a number of your testimonials.

Once you've updated all your details, **select the Display option**.

Selecting 'yes' will display your information on the ECI's Coach Referral Service web-pages http://www.europecoachinginstitute.org/coach_referral_service/search.php

Positive Daily Actions

There are many things you can do to create more energy. Here are some examples:

- Get adequate sleep each night
- Eat a balanced diet each day
- Exercise on a regular basis
- Surround yourself with positive people
- Create some time for yourself each day even if it is only 15 minutes
- Worry less about things you cannot change

and also on the International Coaching Register
http://www.internationalcoachingregister.org/icr_content/icr_alphabetic_display.php.

Don't forget to check that the details you've entered are those you want displayed.

An important point to note is that to protect you from spam emails but to allow you to be contacted, anyone wishing to contact you directly can do by clicking on the 'I wish to contact ...' button. This will send you an email to your registered email address.

We look forward to seeing you included in the Coach Referral Service.

So you are asking yourself, how can I become an Accredited Coach? To apply for an internationally recognised coaching standard, the ECI's coach accreditation process can be found by selecting the Members Upgrade option, which takes you through to the following web-page - http://www.europeancoachinginstitute.org/accreditation/accred_upgrade.php.

As a coach who has trained on an accredited training course, please remember that there is a simplified process for achieving your accreditation.

Any questions or concerns about becoming an accredited coach just [email](#) the ECI's Intl. Head of Accreditation – Cherry Claus.

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Raising Energy Awareness

Kirsty O'Callaghan

There are many aspects of health that can affect your energy levels. They include:

- Physical – what you eat and drink, exercise, sleep/rest routine
- Mental – your psychological wellbeing
- Emotional – how you feel
- Spiritual – how centred and hopeful you feel

Of course these aspects are not just limited to these listed above.

The purpose of this exercise is to easily and quickly find an answer and direction as to why you may be feeling low on energy; to pinpoint which of the above aspects are draining your energy rather than sustaining it.

Physical Health

When you eat a balanced diet including mostly fruit, vegetables, nuts, seeds, proteins, yoghurt and oats, your body will function much more effectively each day. Fuel your body predominately with food that is as close to its natural state as possible, that supports digestion and rehydrate yourself regularly. You will be able to sustain your energy throughout the day rather than have noticeable ups and downs. When you do this you will have more energy for everyday activities, as your body will not be using extra resources to process heavy and highly processed food. For some people it is very beneficial to eat 5 small meals per day rather than 2 or 3 large meals. In this way you support your digestion and you feel hungry less. Notice what works for you and then stick to it.

It is well known that exercise increases your energy. People who regularly exercise are reported to not only feel better about themselves but, sleep better, and think more efficiently. As you exercise you are able to clear your mind and work off frustrations regardless of what exercise you choose to partake in. In a busy day it seems impossible to keep to a regular workout routine; however you may choose to park further away from work and walk an extra 15 minutes a day, take the stairs, take your kids to the park more often, walk or ride to the corner store instead of drive.

Mental Health

How you think and feel has an enormous affect on your wellbeing and energy. Have you ever found yourself worrying over something only to find that at the end of each day you are absolutely exhausted? Then when you go to sleep your mind is racing and a good night's sleep is impossible? The good news is that you can control this cycle. Controlled breathing and relaxation and/or meditation techniques are an excellent place to start. When you find yourself presented with a situation that is causing you stress or worry take a moment to sit comfortably with your spine straight and take four deep breaths; breathing in through the nose, into your abdomen, and out through your mouth. You can then choose to allow your whole body to relax and fill your mind with inspiring thoughts or pictures. You may then like to see your situation in a detached manner and decide on what course of action is the best to take.

There are also many models and tools that show you how to think positively and raise your awareness. One that is found to be really valuable is to ask yourself 'does this situation and the feelings I am having take me closer to my goals and/or how I want to feel or does it take

Acronym

E –empower
 N –nap
 E –easy going
 R –rest
 G –give
 Y – yoga

H – holiday
 E – exercise
 A – activity
 L – love
 T – thank you
 H – humour

me away?' The answer to this question allows you to make a conscious choice as to how to feel, think and act. In addition, it may be helpful to have some positive statements, which mean something to you, to say when something feels challenging so that your energy can be redirected into a more purposeful state.

Discovering the many helpful tools and adapting them into what works for you is a valuable experience. Being positive is not just about having a set of positive affirmations though; it is also about being aware of what your internal dialogue is telling you and making changes where you notice negative or limiting thoughts or words you are speaking to yourself and/or others. Once noticed you can eliminate these from your dialogue.

Emotional Health

This aspect is so important yet quite often forgotten. It is often the last area looked at, if at all, when you feel low on energy. It seems much easier to say that the reason you may be feeling unhappy, unfulfilled, sad, angry is due to low energy rather than these feelings causing the energy drain.

If you are happy you feel good and act with purpose. If you are sad you feel awful, stoop and approach life with fear and caution. If you are grateful for all you have you see opportunities and are more open and you always seem to have the energy to get it. When you allow yourself to frequently only see what you do not have you can be left feeling defeated and quite exhausted.

Spiritual Health

This aspect of health can be viewed in many ways. To check your wellbeing in this area you can keep in mind that inner peace, a sense of calm and a feeling of connection and purpose to others and nature are vital.

When these areas are being taken care of what follows is a feeling of hope, faith and trust in your abilities and the ability of others, which ultimately leaves you with a feeling of purpose. You then have a feeling that everything has a reason, even if you can't quite see it at the time. It allows you to feel that you are going with the flow, rather than pushing against it. This sustains your energy and creates new energy and a positive belief in yourself.

Having goals, a focus and firm positive beliefs has been said to be the driving force behind a lot of successful people. Knowing where you are heading and having hope for a better future can allow you to be centred; only using energy on activities that are meaningful to you.

Most of all, there is nothing like having fun to feel more energised and a wonderful sense of wellbeing. Surround yourself with people, experiences and things that uplift you and you will find that each day excites you rather than overwhelms you.

In closing a quote from Jerry Gillies:

"It takes a lot more energy to fail than to succeed,
since it takes a lot of concentrated energy to hold on to beliefs that don't work."

Kirsty O'Callaghan
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The Business of Coaching Wellness in the Workplace

Anna Cairo

Having a healthy and happy workplace is essential to any successful organisation. Stress is costing organisations considerably as people fail to cope with the pressures and demands of their work environment. It used to be that only certain positions within an organisation caused workplace stress. Recent research, however, suggests that patterns of workplace stress are changing and that it doesn't matter where you are placed in an organisational chart; every employee will suffer from stress at some time in their work life.

Current research supports wellness in the workplace. It is beneficial for the employer to support employees in every capacity possible as most individuals spend a 1/3 of their waking day in the workplace. When there is a balance encouraged between the needs of the business and the health and welfare of the employees this generally allows a much happier, more productive and settled work environment. This in turn also prevents people developing stress related diseases thus reducing medical costs and pressure on health systems as well as contributing to less absenteeism, turnover and loss of productivity.

Employee wellness is a relatively new human resource management tool/focus. Therefore, what exactly is workplace wellness? It is basically viewed as a holistic concept that touches

Thought of the Month

"Energy is the essence of life. Every day you decide how you're going to use it by knowing what you want and what it takes to reach that goal, and by maintaining focus."

Oprah Winfrey

on many facets of an organisation and provides support for employees on many levels (physical, social, personal development); the aim being to improve overall employee quality of life within and outside the workplace. Successful implementation of strategies and programs need to be supported by senior management so that it becomes part of the organisation's policy and culture.

Balancing employee wellness with business success can be a difficult scenario, which is currently being played out in organisations all over the world. However, who is responsible for this – employers or employees?

Part of the responsibility lies with the employees and the awareness of the dangers of stress. This is difficult as various people react differently to situations and some people may not be educated in this area. Whereas some people can't tolerate stress or pressure others thrive on it. Some employees who are stressed don't know they are actually stressed or if they do know they don't alert anyone to this information for fear that they will lose their job or affect their long-term prospects in the organisation.

This is where employers and organisations can play their part and be proactive by becoming aware of the indications of stress and adopting a program to educate employees. Signs of stress include: constant sick leave, conflict with colleagues, unproductive work ethic, using drugs or alcohol at home or work and being predisposed to accidents in the workplace. It is in the employer's best interests to be proactive in this area as a healthy and strong workforce is a productive one.

Companies can help eliminate, or at least minimise, job stress by implementing effective Human Resource Management practices. For instance, the implementation of effective selection and training procedures can help ensure that workers are properly suited to the demands of their jobs. Providing clearly written job descriptions can reduce worker uncertainty regarding job responsibilities. The use of effective performance appraisal systems can relieve stress by clarifying performance expectations. Obviously with some jobs stress is part of the package. In this case, getting the best person suited to the stresses and the ability to cope with these stresses of the job is crucial.

Comprehensive workplace wellness strategies characteristically comprise a range of policies, programs and activities related to 3 key elements:

- Physical Surroundings
- Health Practices
- Social Environment & Personal Resources

Examples of such initiatives include: company policies which support things such as parental leave, carer leave, flexibility, well ventilated buildings, as much natural light as possible and so on. More recent factors include wellness programs which vary in what they can provide but include such things as offering employees physical fitness facilities or discounted access, programs to help with managing stress, information on improving nutritional habits or even quitting smoking, on-site health and lifestyle screening and assessments, yoga, meditation classes, exercise and walking groups and a culture of support, fun and personal development.

The initiatives listed above barely touch the surface in regards to what can be provided to employees. At the end of the day it doesn't matter so much what is provided so long as it suits the particular organisation. What suits one will not suit another so being aware of your company's culture is imperative to the success of wellness in your workplace.

Many organisations argue that they don't have the funding for workplace wellness strategies. Growing research, however, indicates that a focus on workplace health and wellness initiatives has positive implications for both companies and employees. With the evidence of these positive effects mounting, such as reduced medical costs, sick leave, absenteeism, employee turnover and lower job accident rates, companies can ill afford not to get involved. Yes, there are constraints hence efficiency and innovation are important to implementation.

Making the workplace a rich and vibrant place is good for the soul as well as the organisation. People, who are happy and content and feel they are making a contribution and not just earning a living, will live healthier and longer lives. They will also be more productive and creative at work. This benefits all involved.

"You are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand."

W. Wilson

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Humour

"Early to rise, Early to bed,
Makes a man healthy but
socially dead."

The Warner Brothers
(Animaniacs)

How do you feel at work? Are you tired throughout the day?

Being tired and having low energy is common in the workplace. How can it not be? You've probably been getting up early five days or more per week for years. You probably get home late from work and go to bed late. Getting eight hours of sleep at night may be a strange concept for you. Being tired is the norm and no longer the exception.

But, wouldn't it be great if you could take a pill and feel better magically? It is not going to happen. Plus, you wouldn't want to take this pill anyway, because over time it would make you more tired than you are right now.

There is no mystery to feeling better at work. You take care of yourself first and then you can take care of the demands that have been placed on you. If you want it, and work at, you can start to feel more energised at your job in a short period of time.

How? Follows These Three Steps Below:

1. **Eat Better**

When you are hungry, what do you reach for? Something quick? The problem is "quick" doesn't always equal "nutritious." Cookies, donuts, chocolate, and other tasty treats might feel good in the moment, but you will end up feeling worse later in the day. Make better food choices. Do this one meal at a time. Instead of coffee and donuts for breakfast, have juice and egg whites. Instead of a hamburger and french fries, have the burger without the bun and with a salad on the side. Instead of chocolate as a snack, reach for a piece of fruit which has natural sugar in it. These small changes can have a big impact on how you feel.

2. **Get Active**

Do you move your body? Do you feel stiff sitting at your desk all day? Getting active doesn't always mean having to go to the gym. You can take a walk at lunch. You can take the stairs instead of the elevator. You can stretch at your desk. You can hand deliver your internal office mail. As long as you are moving, you will feel better. Your body will thank you.

3. **Relieve Stress**

Stress is a killer of energy. When you are wound up, your body feels tighter. Your shoulders are up. Your body is stiff. Ten minutes is all you need to make a difference. Get up from your desk and walk around. Visit a co-worker. Take a break for lunch. Go outside and get some sun. Stress is a normal part of your workday, but it doesn't have to get the best of you.

Poor eating habits, lack of physical activity, stress, and overwork are key factors that contribute to your tiredness and lethargy during the day. If you are feeling tired, know that you can turn your energy level around if you want to.

So, what do you say? You only have one life to live, so it might as well be a life you love!

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A Day in the Life of Jane Watt - English Coach

Waking at 6.45 am, I wonder why I surface just before the alarm whatever time it's set for (7am today). How does my subconscious know the time even the day after the clocks change? Why do I never trust this instinct and always set an alarm?

I roll and swing out of bed in the manner approved for bad backs. Peering from the window, I make my first check on the animals – five small black Ouessant sheep should give birth any time now.

Downstairs, I feed my cats and start the computer. Over breakfast, I check new e-mails and then go through English language newspaper article titles, noting any I want to read. A daily task, keeping myself up-to-date, and providing content for my weekly e-mail Attachment sent out to all my 25 telephone clients. This consists of My News and Three Pieces of Writing in English from a variety of publications.

From 8am until 1.30pm, I have a number of telephone sessions. Using a headphone and microphone attached to the telephone, I sit at the computer creating a personal e-mail for each caller to accompany the weekly Attachment. Practicality this doesn't always work – last week, the electricity went off after a storm and today, the postwoman draws up outside my window and waves from her yellow van. I stuff the 'phone in my pocket, ram the headpiece on tightly and go out; I manage to sign for the registered letter without dropping anything, speaking, or losing concentration on my caller.

Each person calls me for 30 minutes and we work in English on creating a fluent exchange of ideas. These people work in the financial sector in Paris; most have a good level of English, but need to widen their vocabulary and gain self-confidence in expression. I believe that this is best done through discussing issues which so involve them that their ideas flow without concern about the language. It's normal for their fluency to improve greatly over the thirty minutes. I note new vocabulary and expressions and any recurring grammar problems straight into their e-mail. Many of them read my selected three pieces of writing but it's not usually necessary from the point of view of discussion topics. They use the time to discuss work, (ways of managing their time, creating work/private life balance and management and difficult work relationships), and sometimes to reflect upon personal concerns (from their children to the world economy, and other involving subjects).

I'm constantly amazed by people's fascinating lives, relationships, skills and talents. Today I learn about a sport - "tir au nature" (archery in forests?) for which I can't offer an English equivalent.

During a break, I'm excited to find an e-mail from a Parisian couple agreeing to a "home swap", and an on-line review of the first chapters of my unpublished children's novel.

Intelligent listening, re-framing and helping clients to explore and express their ideas is exhausting and when I finish these telephone sessions at 1.30pm I'm ready to collapse. However, I put the dogs out, pick up my work bag, drive 20 kms through beautiful countryside with music playing, and I arrive at a "yoghurt factory" feeling refreshed.

Waiting in Reception, I'm frequently greeted by staff, wearing the mandatory white overalls, overshoes and hats. This welcoming atmosphere feels purposeful and dynamic, negating the effects of the bleak surroundings.

My client hurries in from lunch and we go straight to his office, and sit at the round table. He's the factory director, and we spend three hours every Friday working on his English. He tells me about the various manufacturing processes, research, engineering, packaging development, human resources and management issues. I help re-phrase where necessary, and later send him a written resumé pointing out new vocabulary and expressions. In spite of his basic level of English, he's able to use these sessions to discuss management philosophies and strategy development and implementation. Today, I start by commenting that my wait in Reception has made me "feel" his management style in practice as all the workers greeted me in a personal, interested way. Three hours pass quickly and we are both tired at the end!

I drive home to a dreaded task. I carefully catch Ella, my tortoiseshell cat, and push her into the cat carrier. In the car she yowls all the way to the vet's for the last visit for antibiotic injections (cystitis). Impossible to administer medication myself to this normally quiet and adoring creature as she transforms into a savage dangerous beast when she suspects medical intervention. Today she tries to attack Carla (a cat missing one eye and large patches of her long hair, rescued by the vets from a dustbin, and named after Nicholas Sarkozy's new wife). Only a few scratches later, I drive home with Ella glaring at me from behind a grey beard of panic-induced drool. I let her out in my driveway; she scatters gravel as she escapes.

I work on a rota as an out-of-hours manager for a U.K. Drug Intervention Programme. I'm available at the end of a phone for any drug worker who needs advice, debriefing etc. out of office hours and more specifically for those staffing the public Phonenumber.

At 6.30 pm I receive a call informing me that I now have the Duty Manager Phonenumber. Fifteen minutes later I call the worker who's staffing the public Phonenumber tonight, to check that everything is OK. I'll now be "on-call" manager until 9.30 am on Monday. Two different Phonenumber workers will come on duty over the weekend and I'll call them as they come on shift.

I finish off e-mails to this morning's telephone clients and close down the computer for the day.

I light the fire and heat up the remains of last night's meal to be eaten in front of the big granite fireplace and the television. I watch on winter evenings to improve my French. It would be comforting to be able to watch a "soap opera" with an on-going storyline when

I'm emotionally exhausted after work, but they don't really exist here. Tonight I settle to one of my favourite French series – "Louis Page" - a priest walking a pilgrimage trail, stopping in a different parish every episode, becoming involved in the local problems.

At midnight, I retire to bed to read myself to sleep . . . still with the DIP phone around my neck.

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Recommended Reading

Techniques of Healthy Cooking

by The Culinary Institute of America

Straightforward information on nutritional basics, reading and using food labels, and planning recipes and menus around various dietary guidelines. Also included is detailed information on serving sizes, nutrition-related conditions, an extensive glossary and several hundred recipes.



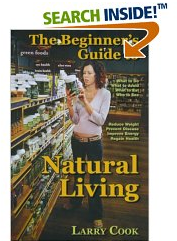
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[Beginner's Guide to Natural Living](#)

Learn to Eat, Live & Feel Healthy

by Larry Cook

The Beginner's Guide to Natural Living: what to do, what to avoid, what to eat. Employ the principles to correct diet, natural medicine, buying for healthy living, maximum nutrition and so on.



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Further details on all these courses and workshops can be found at
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