

6 DAILY ESSENTIALS OF SELF MANAGEMENT

By Robert Silverstone

Our energy can become diminished by stress, disappointment, conflicts, fears, anger and a host of other distractions that serve to make us less effective at work, at home or in our personal lives. With a few simple self management techniques, we become calmer, more focused, and operate far more effectively.

There are many activities on which we can partake on a weekly, monthly or annual basis. For example, we can go to the gym 3 times a week, we can run a marathon twice a year, we can take a vacation or a break occasionally, we can ride a bicycle on a weekend and we can go on retreat once in a while. All these activities will serve to regenerate us and our energy whenever we engage in them. These are what we might describe as "optional" or "occasional" activities.

What follows are the absolutely essential, daily activities that are non-negotiable! These are the essential daily activities that serve to raise our energy, lower our stress and make us more effective and powerful in our daily lives.

The five daily essentials to effective self-management are as follows:

1. **Conscious Breathing.** Take a few moments in the morning, when you first get up, during the day, and before going to bed to practice conscious breathing. This deep method of breathing is accomplished by relaxing the tummy muscles, allowing the abdomen to expand to its fullest with the inhale, and then by tensing the tummy muscles, forcing the air out completely with the exhale.

Breathing Variations

- a. **Take a one minute break** during your daily activities to breathe consciously. Breathe in deeply through the nose for a count of 5, hold for a count of 5, and exhale through the mouth for a count of 5. Repeat 4 times and notice your stress diminish and your relaxation increase.
- b. **As you breathe**, focus on inhaling positive energy in the form of oxygen and fresh air, while exhaling negative energy in the form of carbon monoxide and toxins.
- c. **Choose a "mantra."** A short 3-4 word phrase that can adjust your subtle energy, in the moment. Such a phrase might be "I am relaxed" or "I am peaceful." Choose one mantra for the in-breath and one for the out-breath, and repeat them either silently or verbally as you breathe. I particularly like the mantra "I am here" and find it can bring me present in just one breath.
- d. **GROW breathing.** With your inhale, consciously breathe in *Gratitude*. As you exhale, consciously let go or *Release* negative thoughts. With the next inhale, consciously breathe in all that you are *Open* and receptive to. With the next exhale, consciously invoke the power of your *Will* to do what needs to be done. Repeat as needed or as time permits.

2. **Drink Water.** Drink an amount of water in ounces at least equal to half your body weight in pounds. For example, if you weigh 180 lbs, then drink at least 90 oz of water each day. I find that by creating a habit of drinking a glass of water almost every hour of the day, say from 8:00 am - 5:00 pm maintains my hydration level where it needs to be.
3. **Sleep.** Getting the right amount of sleep is essential to maintaining optimum energy. Both quantity and quality of sleep are equally important. You probably know the ideal amount of sleep that's right for you, so organize your schedule to ensure this amount is achieved.
4. **Exercise.** Find an exercise regimen that is right for you and commit to it daily. If time is an issue, even a 10 minute brisk walk each day or 10 minutes of stretching is enough to get the body moving and the endorphins going.
5. **Nutrition.** Maintaining a well balanced diet is key to optimal positive energy. If you are not sure about the value of your current nutrition, seek professional guidance for the best combination of nutrition intake for your body type. As a general rule, food that is fresh or "alive" carries with it more "life force" energy than food that is packaged, processed or overcooked.
6. **Meditation.** By practicing the art of stillness and silent thought management we can begin and end the day in a more natural state of peace and calm than we otherwise might experience.

There are other "optional" daily activities that also serve to better manage ourselves. These include:

7. **Journaling.** The practice of journaling is a powerful way to get the "data" out of your head and onto "the page." It provides a significant energy release, and data analysis, thereby allowing for perspectives to shift before they become more permanently implanted in your consciousness.

Until we are practicing all the essential tools of self-management on a daily basis, we do not have complete access to those faculties that give us access to our ability to remain focused, calm and clear. Essential to each of us whether we are running our business ... or running our lives!

For more information about this topic, The GROW Principle[®], or the author, please visit www.robertsilverstone.com or contact Robert Silverstone at robert@robertsilverstone.com