



Getting started

It's impossible to operate at 100% all of the time. Replenishing energy is more important than spending it. If you find you're tired all the time, have aches, or pains, or simply don't feel you're getting the most out of yourself because of your energy levels, then taking a break is the simplest solution.

In both the workplace and sporting arenas, an important part of the recipe for achieving consistently high performance performance is to be very, very good at rest and recovery. The better you are at recovering between bouts of hard work, the more energy and focus you can give to the work itself. You can achieve more, by spending less time working tired and more time working with energy and focus.

This 4-week plan is incredibly simple to follow. It's all about learning how to pace your life - on an hourly, daily, weekly and monthly basis - to maximise what you get out of life.

Here are the five factors you need to take action on to keep control of the pace of your life and to develop active rest

and recovery habits to establish all day and all week peak performance:

- Plan your breaks
- Get your priorities right
- Manage your time better
- Adopt simple 'rest & recovery' friendly behaviours
- Improve your overall energy levels

These 5 factors are set out as statements in your personal training plan (shown overleaf). Use the fact sheets to give you ideas about what you can do to achieve each of these 5 statements.

Follow this plan and not only will you look better, you will also feel more alert and focused. You will have improved concentration levels, feel more energised and have a renewed zest for life.

If you have a lot of ideas on how to put each statement into practice, then you don't have to do them all at once. Start some in week 1 and then introduce others when you're ready; but once you start something try to keep that going all the time.

Track your progress and each day give yourself a tick if you managed to do something that contributed to each statement.

Apply the 80 / 20 rule - try to complete your action points on a regular basis - at least 5 days out of 7 each week. Continue to track your success for 4 weeks. You will probably find that at the end of 4 weeks you are doing these things without thinking about it; in other words they have now become habits. You should also notice that the pace of your life and your general energy levels have started to improve!



Personal training plan

Place this in a visible place and tick each box daily if you have been successful for each of the statements.:

Week 1	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Plan my breaks each day and through the week							
Be more focused on my priorities							
Manage my time better							
Adopt new 'rest & recovery' friendly behaviours							
Improve my energy levels							
I kept to my plan today (tick if yes; cross if no)							

Week 2	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Plan my breaks each day and through the week							
Be more focused on my priorities							
Manage my time better							
Adopt new 'rest & recovery' friendly behaviours							
Improve my energy levels							
I kept to my plan today (tick if yes; cross if no)							

Week 3	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Plan my breaks each day and through the week							
Be more focused on my priorities							
Manage my time better							
Adopt new 'rest & recovery' friendly behaviours							
Improve my energy levels							
I kept to my plan today (tick if yes; cross if no)							

Week 4	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Plan my breaks each day and through the week							
Be more focused on my priorities							
Manage my time better							
Adopt new 'rest & recovery' friendly behaviours							
Improve my energy levels							
I kept to my plan today (tick if yes; cross if no)							

REVIEW	End Week 1	End Week 2	End Week 3	End Week 4
This week I have more energy and I'm happier with the pace of my life Enter 'Yes' or 'No'				

After 4 weeks complete this review

The habits that I find easy to maintain are:	The habits that I find hard to maintain are:

After 4 weeks complete this review

Continue to: (These are the habits you found easy and that you no longer need to monitor as you now don't think about doing them you just do them.)	Specifically plan to: (These are the habits you need to plan to do and monitor on a daily basis. Print off your 4-week plan again but only include these items now.)

Always follow the 80 / 20 rule. For each of the statements you choose to follow each week, aim to complete them at least 80% of the time - in other words 5 days out of 7.