



ICONIC

LEADERSHIP COACHING

TRANSFORMATIONAL COACHING

FOR THE DESIGN MINDED



## Recharge + Reset Ritual

Hello, friend! I'm so happy to share with you my Recharge + Reset Ritual worksheet. This practice has been deeply influential in my life (and those of my clients) and I'm eager to share more about why it works (and how to implement it into your everyday practice).



## Working with your body's cycles

As we progress in our professional lives, each new role means increased responsibilities and scope. Same you, same hours in each day, but more to manage. We often assume we can add more hours to our day to keep up - but that starts us down the path of diminishing returns, negatively impacting our effectiveness, our mental wellbeing and our physical health.

Very quickly, you'll fall into the familiar traps that are the complete opposite of self-care. Skipping meals, cutting out exercise, working late

nights and weekends all seem to be the solution for getting more done. The all-too-familiar results are inevitable burnout, health issues, loss of effectiveness, shorter temper and less creativity. Essentially, by working longer hours, you're creating the opposite of what you are hoping to achieve in work and in life. We might assume that working harder comes with the territory, but we can't seem to keep up (and we won't let anyone in on the secret that we're struggling).

**There is another way to approach this. We can learn to better manage our energy.**

Rebecca was thrilled when she received a promotion to a director role and started managing a larger team. She put her full energy into the challenge - but there was so much to do! Most days were fully booked with meetings, leaving her work to be completed after hours. Six months into her new role, she was exhausted, overwhelmed and frequently getting sick. She felt like she wasn't showing up for her team the way she wanted. Maybe she wasn't qualified for the role? She definitely couldn't keep adding more work hours. She started to feel a little resentful and impatient. She noticed that her friends had taken a backseat. Her crossfit classes were a distant memory. She wasn't sleeping well and weekends were purely for recuperation now.

# What exactly does 'managing energy' mean?

What separates the people who are able to manage more (AND more effectively) from the people who burn out? Energy management. Cultivating the ability to leverage your body and mind's natural energy cycles - and working with them instead of against them - helps you maintain productive focus.

Our bodies operate in cycles called Ultradian Rhythms, which means we

can remain focused and effective for blocks of 90 - 120 minutes. After each block, we need to physically and mentally recharge. Quick rituals - a breath, physical movement, phrase or thought - can help us continue to perform at our best throughout the day. Recharge + Reset Rituals are simple, consistent ways to quickly break and get back to center so you can continue to be the most effective leader (and human).

## Managing your energy means better designing your day by:



Understanding and working with the body's natural 90 - 120 minute cycles.



Implementing simple practices regularly that help you remain even, steady, focused and productive throughout your day.



Having a go-to ritual to reset your mind and recharge your body in order to process accumulated stress and get you back on track quickly.



Better managing your mood. Even energy = more positive mood.

## Why is this so important?

You can try to better manage your time, but if you're burnt out, you'll be less effective. Imagine having more impact in less time. By managing your energy, you will feel focused and creative. You'll get to end your day with 'something left in your tank' instead of feeling depleted. You'll be more resilient in handling unexpected situations. You'll recognize when you're hungry, angry, tired or emotional and you'll be able to take a quick break and regroup.

## The negative impact of not managing one's energy

When you don't manage your energy, you may work longer hours but you find yourself getting less done. Your decisions aren't as strong. Your patience may wear thin and you have less empathy for others. Most frequently, your personal life suffers. The things you truly care about - health, family, fun - take a backseat. You'll find yourself in a vicious cycle of work, rinse, repeat. You have a much higher risk of burnout when your body's rhythm and ways to process stress are ignored or denied. Life becomes **consumed by** work, instead of supported by your profession.



## Rituals help you take back control

You know your time is a limited resource, so how can you take charge to make sure you're coming to each day with intention and focus? And how can you create a reliable way to maintain focus steadily?

### 1. Take time at the start of each week to design your schedule.

- If possible, plan consistent weekly routines. Block out some time weekly for the unexpected.
- As part of your daily routine, include time for a quick Recharge + Reset Ritual every 90 - 120 minutes.
- Designing and incorporating a ritual offers new anchors to your day

### 2. Design a Recharge + Reset Ritual

- Each ritual will include one of the following: Hydration + Refuel, Encouraging Words, Body Movement and Appreciation.
- Each ritual should take no more than 5 minutes.
- Prepare yourself for success by stocking up on the things you'll need: snacks, a larger water bottle, etc.
- Choose the smallest, simplest first steps. You can always build from there.

Rebecca knew she hit an afternoon slump every day at 3:30 when she'd feel her focus wane. Her whole day was spent in meetings and she'd be overwhelmed by the emails and tasks continuously adding up. She'd have every intention of leaving the office at a reasonable hour, but she'd often stay late to complete 'one more thing'. She decided to add in one Recharge + Reset Ritual at 3:30PM which included a handful of almonds, a glass of water and one walking lap around her building admiring the trees. She pasted a Post-In on her computer to remind herself "Progress, not Perfection". She noticed a sensation of calm and focus, so she decided to add another ritual at 10:30AM. Instead of ending her day zoning out watching Netflix with a glass of wine, her after-hours recharge incorporated PT exercises she had been avoiding, followed by a quick appreciation of her day. She noticed that she was feeling better, feeling more focused and getting work done in less time than before.

Using the sample chart below, you can choose ideas from each column to design your own. Start with one commitment. But you may want to consider a Morning, Lunch, Late Afternoon and an Evening Recharge + Reset Ritual.

Hydration & Refuel:	Encouraging Words:	Body Movement:	Appreciation:
Water, herbal tea, snack with protein to keep blood sugar stable.	Go-to positive phrase to keep yourself focused, inspired and steady.	Simple movement or exercise to process stress.	Look at what is going well in life.
Water bottle that can hold total amount you intend to drink for the day	"I am more effective when I take breaks for self care."	Walk: 20 min walk - easy!	Keep album of favorite photos on your phone
Sparkling water, flavored water tablets or Emergen-C packet and water	"Moving forward is about moving now. I make time to relax, refresh and refocus."	Shake Down: Shake out legs and feet, arms and hands, body	List 3 things going well with your team
Protein bar, almonds, hard boiled egg, cheese stick	"Taking care of my health makes me a better leader and communicator."	Mini Sun Salutation: Reach up to sky, sweep down to toes, roll up to standing slowly with head coming up last	Look at nature (flowers, trees) or keep something beautiful on your desk.
Small yogurt	"I'm clear on my priorities and I can decline requests that aren't aligned."	Belly Breath: Breathe and expand your belly/lower abdomen.	Make Post-It note of one thing, person, experience that you appreciate about this day

Julie created an Recharge + Reset Ritual for mornings and late afternoons that included drinking and refilling her water bottle and looking at a saved photo album of her favorite trips from the past year. At lunch, she committed to stepping away from her computer. She ate lunch on her patio and did a short stretching routine before getting back to her afternoon meetings. On Friday, she did a 30 minute HIIT class at lunch. She noticed how recharged she felt with each change. She noticed how much more focused she felt throughout the day. She even increased the HIIT workouts to 3 days a week.



Using some of the ideas from above (and your own!), build out your Reset + Recharge Ritual chart.

Time	Hydration & Refuel	Encouraging Words	Body Movement	Appreciation
10:30AM				
12:30PM				
3:30PM				
5:30PM				



# Why this works

There are several reasons why we need these rituals throughout the day. Our bodies are intricate systems that require homeostasis to perform optimally. We rarely get that by sitting at a desk and staring at a screen. We can help ourselves by scheduling regular nourishment and regulation.

## **Ultradian Rhythms:**

Similar to the longer circadian rhythms of day/night energy, our bodies work in 90 - 120 min cycles during the day.

## **Hydration:**

Our bodies need consistent hydration. The suggested water intake is roughly 11-15.5 cups (2.7-3.7 liters) of fluids per day. Most of us are WAY under that!

## **Blood sugar:**

Blood sugar stabilization drives focus and eliminates mood swings.

## **Processing Stress:**

When we experience stress, we process it THROUGHOUT our entire body. Cortisol is produced with a cocktail of other stress hormones released into our bloodstream to signal that we should take action. When we have a physical action that helps us “reset” we send a signal to our brain that the stressful situation has passed and we’re safe.

## **Nervous System Regulation:**

When we feel safe, cared for and take care of others, the parasympathetic nervous system decreases respiration and heart rate and increases digestion. This helps us feel at ease in our bodies.

## **Rituals are shortcuts:**

Once our bodies know that everyday at 3:00 we have an Recharge + Reset break, we may notice that we can recharge more quickly. We literally prime our body for a reset.

## **After you put Recharge + Reset Rituals into practice, you will start to notice that you:**

Have more energy and focus.

Are more effective in your work.

Are more resilient and generally feel better overall

Have a higher ability to recuperate and bounce back from challenges.

Robert felt focused and “on” until about 3:00 PM. His Recharge + Reset Ritual was simply to keep trail mix and a water bottle with him throughout the afternoon. At 3:00, he’d snack, drink water, and practice a 5 minute centering exercise from his Calm app to refocus what needed to be done before EOD. He committed to leaving work at 6:00 PM. This small 7 minute addition kept him focused, allowed him to get home earlier and better manage his capacity and expectations. He found himself starting to unwind in anticipation of his recharge mini-meditation.



## Make Your Recharge + Reset Ritual a Practice

Now that you've designed your Recharge + Reset Ritual, how can you make sure it becomes a regular practice?

### Here are a few ideas to get you started:

- Put it in your calendar. Literally make time for it each day.
- Set an alarm or reminder on your phone.
- Keep it simple.
- Start with your biggest issues first (water only) and then add additional components.
- Implement a ritual in the lowest energy time of day (mine is 3:30).
- Bundle your ritual with another habit you already have in place.

Getting off schedule happens to the best of us. Don't fret. If you find yourself caught under a pile of work or in back-to-back meetings, do your best to get back on track at your next Recharge + Reset time. Even taking a few breaths can signal to your body that you're resetting.

I'd love to hear your feedback. Please let me know how this Recharge + Reset Ritual has worked for you in your life. If you would like to sign up for an intro coaching call with me, or learn more about my monthly talks, please sign up for my email list here.

[Click Here to My Join Email List](#)