
WEEK 7

TIME

It is not too little time that we have, but too much time that we do not use.

- *Lucius Annaeus Seneca*

Your time is limited, so don't waste it living someone else's life.

Don't let dogma trap you. Don't let the opinions of others stifle your inner voice. Most importantly, have the courage to follow your heart and intuition. Everything else is beside the point.

- *Steve Jobs*

Now are the good old days we long for back in ten years.

- *Peter Ustinov*

Man sacrifices his health to make money. Then he sacrifices his money to regain his health. And then he is so anxious about the future that he doesn't enjoy the present; the result is that he doesn't live in the present; he lives as if he will never die, and then he dies and never really lived.

- *Dalai Lama*

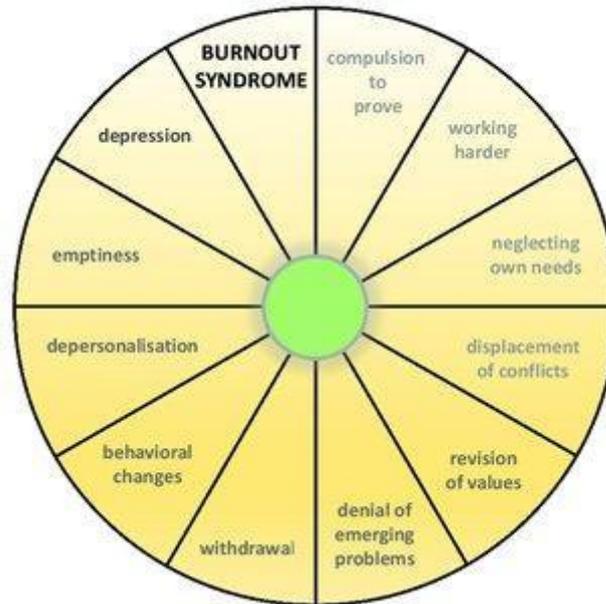
Life is what happens while you are busy making other plans.

- *John Lennon.*

WHAT DID I USED TO HAVE TIME FOR?

Are there activities that you used to enjoy and - for whatever reason
- no longer find time for today?

THE 12 PHASES TO
BURNOUT FROM
FREUDENBERG



10 GENERAL TIPS FOR THE ENERGY DEPRIVERS

1. When you wake up, be aware of your surroundings, your body, your breath.
2. While drinking coffee/tea, take two minutes for yourself. Feel the world waking up.
3. Leave the radio and phone off in the car. Notice the car ride and the outside world. Observe how it feels to drive the speed limit - or even stay under it. What is it like to drive in the right lane?
4. When you arrive at work, maybe park a little further away, or get off one stop early, and take the time to walk mindfully.
5. Start the day with priorities not emails.
6. During work hours make sure to take breaks to observe yourself; feelings, body, thoughts. Maybe set an alarm for the next break? Or activate an app.
7. Avoid multitasking and interruptions. For example, block a time slot for concentrated work. Close your mail program and put your phone on mute.
8. Eat your meals in silence - where you concentrate 100% on eating.
9. Before you go home - reflect on the day. Make a list of what you need to do tomorrow and leave the list on the table!
10. Use the drive home as a transition (maybe don't talk on the phone after a certain point).

TIPS FOR THE ENERGY DEPRIVING MAILS

NO CELL PHONE IN THE BEDROOM

1. Do not start the day with emails! This includes: Don't use your smartphone as an alarm clock. There is a high risk that you will be annoyed by at least one of the messages in your inbox while reading your emails. And a day that starts like this can hardly be a good day.

BLOCK EMAIL SLOTS

2. Block email slots (and stick to them). Few of us are in a position where we get emergency emails that we need to deal with immediately. Or do you know someone who contacts the fire department via email? Set aside time slots to handle your emails. For example, work on your emails in the morning and then again after lunch. And then only for a certain period of time (e.g. 30 minutes each time). This will increase your productivity significantly.

MISLEADING FEELING OF „DONE“

3. Is email really the right way to communicate? Writing a piece of information takes much longer than communicating it verbally. When we write emails, we feel as if we have already achieved something just by clicking on "Send". We can cross another item off the to-do list. Check how often these (supposedly) completed tasks keep coming back to you...
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COMMUNICATION WAY

4. Communication hierarchy:
 - A. Meet with the person directly
 - B. Use video telephony (Skype, Teams, etc.)
 - C. Call the person by phone / Skype, Teams (without video)
 - D. Write an email
 - E. Use letters written on paper, carrier pigeons or stagecoaches

„I DO NOT READ CC-MAILS“

5. Determine when you want to be contacted (by email).
Determine when and how often you want to be involved in which communications. So think carefully about when you need to be in "CC" and when you don't. Communicate these wishes openly. Sort out all "CC" emails automatically.

REDUCE FYI MAILS

6. Daily brief meeting and/ or weekly summaries. To get away from the countless team-internal short emails, consider introducing a daily morning meeting with your colleagues or setting up a weekly newsletter to which all employees can contribute. This is where all the little bits of information that would otherwise be sent out via the classic "FYI" emails will go.
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FORMAL EXERCISES

BREATHING EXERCISES

- ✓ Box Breathing
- ✓ 1 minute business meditation
- ✓ Straw breathing
- ✓ Deep abdominal breathing
- ✓ Coffee breathing
- ✓ Alternate nostril breathing
- ✓ Stress booster (before a presentation)
- ✓ Happy-Breathing

YOGA EXERCISES

- ✓ Office-Yoga

MEDITATIONS

- -BodyScan - 15 min.
 - BodyScan - 25 min.
 - Mindful eating - 8 min
 - Breathing Meditation - 5 min and 12 min.
 - Snapshot - 3 min.
 - Walking meditation - 5 min.
 - Thoughts and sounds - 15 min.
 - Accepting difficulties - 10 min, 20 min and 30 min.
 - Kindness meditation - 15 min.
 - Silent meditations - 10 min, 20 min, 30 min or 40 min.
 - Mountain Meditation
 - Achieve Goal
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INFORMAL EXERCISES

1. Mindfulness in everyday life x 2
2. Snapshot – open eyes
3. Eating mindfully
4. Walking mindfully
5. Observe the breath for one minute
6. Questioning the perception
7. Being aware of, accepting, exploring and observing thoughts
8. Being aware of, accepting, exploring and observing feelings
9. Recognize beliefs
10. Say YES
11. Who knows
12. Leave it – change it – love it
13. Accepting gifts (or not)
14. Mindful communication: the 4 ears model
15. Mindful listening
16. Mindful talking (is it true, nice or necessary?)
17. Not complaining
18. Nonviolent communication
19. Acknowledge the needs of others
20. Practicing empathy towards oneself
21. Empathy with others: Just like me...sometimes
22. Change of perspective: the story from the point of view of others
23. Recognizing the need for happiness, peace and health
24. Practicing gratitude
25. Practicing random act of kindness
26. Minimize energy deprivors / intensify energy sources

27. Taking / giving responsibility
28. Mindfulness tips for the working day
29. Mindfulness reminders
30. The four traps of success (unit 8)

HOMEWORK WEEK 7

HOME PROGRAM

Choose 2-3 office yoga exercises. Afterwards, sit down and practice a breathing exercise. Finally, enjoy this week's silent meditation for either 10, 20 or 30 minutes.

(The bells during meditation are merely reminders to help you come back to the present moment.)

REFLEXION

Get an overview of the whole course and think - very specifically - about **how** you want to continue!

How do you want to organize your everyday life and how do you want to continue working with the course material?
