



Instincts at Work

Focus your Energy and Build Healthy Habits with this AM/PM Routine

When you are in a state of renewal, you feel refreshed and motivated to move forward, ready to do what it takes to keep yourself from descending back into burn-out. You have the energy to start building positive practices that will become new habits that support your mental and physical health and give you stability and control over yourself, even as your external circumstances change.

To help guide you on your renewal journey, we have put together this AM/PM routine worksheet that you can use daily to positively focus your energy and build healthy habits.

AM Routine



PM Routine

Light Exposure

- Within 30 minutes of waking, turn on bright overhead light or find natural UV light.

Movement

- Within 30 minutes of waking, do some kind of physical movement

Fill in your daily PFC

Performance > Concentrate your efforts on what will have the most impact today.

Focus > Keep your attention on what will have the most impact

Commitment > Make the choice to return your attention to your impact over and over.

Daily Reflection

- How was my impact today?
- How was my focus?
- What would I like to acknowledge myself for?

Shut-down sequence

- Start at 9 PM
- Put digital devices away
- Close curtains and dim the lights
- Do something relaxing - like taking a shower

Rest & Recovery

- Prepare your mind and body for sleep
- Use the 'put-it-on-ice' exercise to clear your mind



AM Routine Action Plan

Light Exposure

Start your morning with light exposure within 30 minutes of waking up. This sets up your whole system and regulates your sleep/wake cycle. A bright, overhead light or natural sunlight is best so try having your coffee on your porch or sitting in front of a large window. Digital light from your devices does not count as light exposure.

My plan for getting early morning light:

Movement

Training your body to be awake and alert first thing in the morning can be aided by doing some form of movement or exercise within 30 minutes of waking up. You don't have to do much - there is no need to be at the gym or on the treadmill if you don't want to be - try something simple like the 5-minute Daily Move videos found on the CALM app.

What kind of movement will I do today?

My daily PFC (Performance. Focus. Choosing)

1. What do I believe will have the most impact today?
2. How can I keep my focus on what will have an impact? Do I need to check in throughout the day?
3. When will I check back to maintain my PFC?



PM Routine Action Plan

Daily reflection:

1. How was my impact today?
2. How was my focus?
3. What would I like to acknowledge myself for today?

Shut Down Sequence (Start this one-hour before bed)

- Turn off all digital devices and put them away (preferably not in your bedroom)
- Limit your light exposure by closing the curtains or dimming the lights
- Do something relaxing like taking a shower to soothe your parasympathetic nervous system and get you ready for sleep

Rest & Recovery

Clearing our minds and preparing our bodies for relaxation is essential to getting a good night's sleep, but it is often extremely challenging to shut off our thoughts for long enough to find a relaxed state. If you find yourself plagued by persistent worry or endless thoughts when you need to be preparing for sleep, try this 'put-it-on-ice' exercise.

1. *Grab a piece of paper and write down anything that is swirling around in your brain. If you have any ideas, worries or outstanding to-do's, jot them all down.*
2. *Now put your piece of paper in the freezer and leave it there until morning.*

This might sound a little bit out there but trust us, writing down what is bothering you then putting it in a safe, secure place like the freezer actually settles your brain. Your working memory knows that everything important you need to do and remember has been written down and is stored somewhere where you can access it easily in the morning. This allows your mind to let go of the swirling thoughts and accept a relaxed state.