# Jon Gordon

# The Energy Addict

# The Energy Addict Challenge



By Jon Gordon

# A 10-Day Plan to Increase Focus, Energy and Success

Visit <u>www.jongordon.com</u> or <u>www.energyaddict.com</u> to sign up for free weekly energy tips and F.U.E.L. for your life.

#### The Power of a Plan

You create your life every day and where *you* apply your energy depends on what you want to create. You, and only you, are in control of the actions you take and the choices you make. The purpose of having a plan is to help you make choices, decide where to focus your energy, incorporate positive rituals, routines and habits into your life and turn chaos into concrete. Chaos is often the result when you allow your energy to be wasted and scattered. Concrete results when you create a plan, focus your mind and actions, follow the plan and create your life.

It all starts with the simple act of writing your plan. When you sit down and put your ideas on paper, you transform your scattered thoughts into the powerful force of the written word. Your plan will give you direction a week from now when you feel lost. It will motivate you a month from now when you want to give up. It will help you organize your life today and remind you of your commitment tomorrow.

Once you create your plan you must incorporate it into your life. It is a living and breathing document that can be seen, held, posted, downloaded, read, organized and taken anywhere. It is your life on paper. When you create your plan, you tell yourself and the world who you are, where you are going and how you will get there. You set the wheels of change in motion and transform chaos into a plan and a plan into reality. At first, your plan is a collection of everything you think, say and do. Eventually your plan is who you are.

As you begin to live your plan, keep in mind that some habits may be easier to incorporate into your life than others. Don't get discouraged if this happens. It is normal. You are changing your life and that is no small, easy task. Just keep on course and stay consistent. Track your results and monitor your progress. Don't read ahead and try to do the plan all at once. Take it slow. Doing one positive action every day is better than trying to do too much too soon. Remember, life is about the little things. Small changes yield big results.

## **Practice Energy Building**

This plan consists of 10 strategies to increase your energy. Each day you will be introduced to a new strategy. You should use the first strategy on the first day and then continue using it for all 10 days. For example, you will start by eating breakfast on Day 1, then continue eating breakfast for the duration of the plan. On Day 2 you will incorporate exercise into your schedule, then continue exercising for the duration of the plan. Each day you will incorporate a new energy increasing strategy. Then you will continue this strategy, at the very least until you are finished with the plan, and at the most for the rest of your life.

My goal is that after 10 days you will see a measurable increase in your energy level. By adding a new strategy each day and continuing to utilize this strategy, you are doing what I call "energy building"—building or creating your life one power source at a time. Even if you just eat breakfast, drink water and get more sleep, you will notice an increase in energy. However, imagine what your energy level will be like if you build your life with 10 different energy increasing, energy maximizing, and energy focusing strategies.

When you complete this 10-day plan, you should continue to incorporate these strategies into your daily life. They have made a difference in my life and I believe they will make a difference in yours. I would love for you to email me any strategies that you have continued to use after the completion of the 10-day plan. Your input can help me help others in the future. I can be emailed at <a href="mailto:jon@jongordon.com">jongordon.com</a>. Also, feel free to contact me with any questions, concerns or comments. Best wishes and may your day be filled with boundless energy. Jon.

#### Day 1

## Focus Your Thoughts, Words and Actions

Whether it's putting your life's purpose into action or achieving a goal, remember that life is the result of your thoughts, words, choices and actions. To create what you want in your life, you must first focus your thoughts and words on the very things you want to create. While much of this plan has outlined specific rituals for you to follow, the purpose of this part of the plan is to help you create your own rituals.

The key is to think about what you want, and then believe that what you want has already happened. Perhaps it's a better relationship or a more successful career. The more you believe it has already happened, the stronger the energy you project. You become a magnet and attract other energies in the form of money, people, opportunities, and tools that turn your beliefs into reality. While you're taking action, continue to review your rituals and say your affirmations. When you focus your thoughts, words and actions, you focus your energy to create results.

	Identify five goals that you want to achieve. For example you might write, "Get healthy and fit."				
1		2			
3		4			
5.					
-		are based on your goals listed above. Write			

Affirmation	✓
1.	
2.	
3.	
4.	
5.	

- □ Focus on these affirmations. Visualize them happening in your mind. Believe that they have already happened. Focus. Believe. Project. Receive.
- □ Tape these affirmations to your bathroom mirror. Jot them down on a piece of paper and carry it with you.

- Say each affirmation with conviction in the morning before and after you shower. Say these affirmations throughout the day and before you go to bed.
- □ Now use the *Power of Focus and Rituals* to help you create. To do this, focus on the actions you need to take to help you turn your goals and affirmations into reality. For example, if your affirmation is "I am healthy and fit," one of your rituals might be to exercise. Your action could be, "Walk every Monday, Wednesday and Friday at 7am for 30 minutes." Write your rituals below.

Ritual	Action	Time(s)	Days
1.			
2.			
3.			
4.			
5.			

☐ Take Action.

# Day 2 Eat Breakfast

One of the simplest things you can do to increase your energy during the day is to eat breakfast. When you eat breakfast you activate your thermic switch to burn fat and produce energy throughout the day. Studies show that if you eat breakfast you are more alert and you perform better at work. Breakfast eaters also show less fatigue and are usually leaner than those who skip breakfast.

#### **Action Steps**

Plan. Decide what you are going to eat for breakfast the night before so when you wake up tired and sluggish you already have a clear plan of action.
Make time for breakfast. Get up 10 minutes earlier. All it takes is a few more minutes in the morning to increase your energy and productivity. It's worth it.
Make it healthy. Pop-tarts and high sugar cereals don't count. You might as well eat a candy bar. Instead, eat foods high in fiber, high in protein and low in fat. Here are a few examples of an energizing breakfast:

- 1. Oatmeal with low-fat milk, raisins and a piece of fruit.
- 2. Whole grain bread with low-fat cream cheese and a piece of fruit.
- 3. A bowl of whole grain cereal, such as Kashi Cereal, with a sliced bananas and raisins.
- 4. Whole-wheat toast with peanut butter and a piece of fruit.
- 5. My favorite breakfast is a bowl filled with ½ cup of low-fat plain yogurt, an apple chopped into quarter size pieces, low-fat granola, a teaspoon of flax oil (great source of omega 3 essential fatty acids), and raisins.
- 6. 2 or 3 eggs with multi-grain toast and a piece of fruit.
- ☐ Use the weekly planner below to help you plan your breakfast meals. Add this schedule to your daily planner or PDA.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
D. I.C.							
Breakfast							

**Affirmation** (Say this each morning when you wake up)

Today I eat breakfast to increase my physical and mental energy. Eating breakfast provides me with the energy to live and work at peak performance.

# Day 3 Exercise

## **Action Steps**

Running	Walking	Swimming	Stair Master	Dancing	
Decide which exe	rcises you enjoy and	l are avaılable t	to you. Here are	a few exam	ples:

Biking Boxing Jumping Rope Push-ups	Stationary Bike Tae Bo Basketball Sit-Ups	Aerobics Spinning Racquetball Chin-ups	Yoga Rowing Tennis Weight Training	Skiing Squash Hiking

- □ Remember, walking is as good as any exercise and you don't have to go to a gym to do it.
- □ Do one form of light exercise in the morning for at least 5 to 20 minutes. Even 5 minutes will increase your energy and kick start your metabolism.
- Decide the best time for your main workout. In the morning, during lunch or in the evening? Perhaps a combination of all three?
- □ Determine how much time you have to exercise. 20 minutes is better than no exercise at all.
- □ Create a workout schedule. Select exercises that are available to you and times that you can commit to and plan each week. Here is an example of a plan:

DAY	TIME	PLACE	EXERCISE(S)	DURATION
Monday	Morning	Gym	Running	20 minutes
			Stationary Bike	10 minutes
Tuesday	Morning	Hotel	Walking	20 minutes
Wednesday	Day off			
Thursday	Evening	Home	Walking Sit-Ups & Push- Ups	45 minutes 10 minutes
Friday	Morning	Gym	Circuit Training Aerobics	30 Minutes 30 Minutes

□ Create a workout plan. Add it to your daily planner or PDA.

DAY	TIME	PLACE	EXERCISE(S)	DURATION
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

#### **Affirmation** (Say this each day before you exercise)

I exercise today to transform the energy of exercise into physical and mental strength. Each day I exercise I grow stronger and more energetic. Exercise helps me reduce tension and increase my alertness and productivity.

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# Day 4 Breathe In Energy

One of the most simple and powerful ways to increase your energy is to breathe. We all do it, but sometimes we forget to do it right. When you get stressed, research shows you take shorter breaths and less oxygen reaches your lungs. This means less oxygen in your brain and body and less energy for you. So, as you work, shop, clean, run errands, do the laundry, get together with friends, make time for family and attack your to-do list, remember to simply breathe. Monitor yourself and ask, "Am I stressed? Am I breathing?" Each time you feel yourself getting stressed, focus on your breathing. Learn how to take deep, energizing breaths and use this technique when you find yourself getting stressed.

#### **Action Steps**

□ Practice your energizer breath now.

Step 1	Get Comfortable. Loosen your shoulders and neck.
Step 2	Exhale completely.
Step 3	Inhale through your nose for a silent count of 4.
Step 4	Hold your breath for a few seconds.
Step 5	Exhale through your mouth for a silent count of 4 (focus on your
	breathing).
Step 6	Repeat 5 to 10 times (imagine each breath fueling you with energy).
Step 7	Repeat Steps 1-6 as necessary

- □ Practice your energizer breath three times a day --when you wake up, after lunch and once after dinner.
- □ When you find yourself getting stressed, just start focusing on your breathing.

#### **Affirmation** (Say this daily)

Whenever I feel myself getting stressed I remember to use my energizing breath to restore my energy. With each energizing breath I breathe in energy and I breathe out today's worries. With each breath I become a powerful centered and focused force in the world.

# Day 5 Drink Water

Scientific research tells us that a lack of water consumption leads to fatigue and headaches. Water is the fuel your body and brain needs to survive and thrive. So fuel up with water and fuel up often.

#### **Action Steps**

- □ Drink at least 6 to 8 cups of water a day.
- □ Sip water every thirty minutes. According to research, each sip you take sends a clear and immediate signal to your brain to increase alertness and energy.
- □ Drink water instead of soda.
- □ When you are working out make sure you sip water to stay hydrated.
- □ Keep a water bottle or cup of water at your desk if you work in an office.
- □ If you travel a lot carry a water bottle with you on the road.
- ☐ If you feel hungry, try drinking water first. Sometimes we think we are hungry when in reality we are thirsty. Many times after you drink water your hunger subsides.
- □ When you wake up in the morning, drink water. This will help you replenish the water you used while sleeping.
- □ Check out my favorite water, <u>www.pentawater.com</u>. It goes through an 11-step purification process and it completely energizes me.

#### **Affirmation:** (Say this daily)

I drink water to provide my mind and body with the fuel it needs and craves. With each sip of water I increase my alertness and energy. Drinking water helps me live and work at peak performance.

## Day 6

## **Eat Healthy Energizing Snacks**

According to Dan Benardot, Ph.D., R.D., Associate Dean of Research for the College of Health and Human Sciences at Georgia State University, we should eat approximately every three hours to stay satiated and energized. Studies show if you have moderately-sized meals plus small between-meal snacks, you increase your levels of energy and alertness. Without healthy snacks your blood sugar falls and you experience fatigue and tension. Here are a few of my family's favorite snacks:

- 1. A smoothie made with fresh fruit, yogurt, and ice.
- 2. A handful of raisins and nuts.
- 3. Whole grain bread with a piece of cheese.
- 4. A bowl of Kashi whole grain cereal.
- 5. Vegetarian chili or soup.
- 6. A piece of fruit.
- 7. Whole-wheat crackers with peanut butter.
- 8. Hummus, pita bread and vegetables.
- 9. Celery and almond butter.

#### **Action Steps**

Plan your meals and snacks the night before. If you do not plan your snacks
before you get hungry, you will likely make poor food choices.
Bring a bag of nuts and raisins to work with you.
When you are traveling, bring healthy snacks.
When you feel your energy crashing in the afternoon, eat a healthy snack to help
you stay alert and focused until dinner time.
Eat raisins and nuts instead of chips and cookies.
Buy a fruit bowl for your office or home.

#### **Affirmation** (Say this daily)

I eat snacks that fuel my body and mind with great sources of energy. I eat snacks that help me work more productively in the afternoon.

# Day 7 Change Your Thoughts and Words

Our thoughts and words are a powerful source of energy that affects our psychological and physiological well-being. We often think that we describe the world we see, but actually we see the world we describe. What we think and say creates our perception and our perception creates our reality. In order to create an energetic life, it is necessary to fuel up with energetic thoughts and words. Our thoughts and words influence the energy we project to our families, employees, colleagues, customers and the world. To project positive energy instead of negative energy, we must start by eliminating our toxic thoughts and words and replace them with positive and powerful thoughts and words.

## **Action Steps**

Think about the negative thoughts that often appear in your mind. These thoughts might include: "I don't have enough time", "I can't find good help these days", "No one wants to work", "I don't have it anymore", "The economy stinks", "The market stinks", "My future doesn't look good", "I feel horrible", "I don't have the energy", "It's impossible", "It always happens at the worst time", "Everyone is out to get me", "It's their fault", "I hate him", "I'll never hit my targets" and "My life stinks". Or you may have very different negative thoughts. We all have them.				
Write your most recurring negative thoughts below.				
Now write down positive thoughts you can use to override your negative thoughts. When you find yourself thinking negative thoughts use the positive thoughts below to replace your negative thoughts. These thoughts might include: "Everything happens for a reason", "It will work out", "We'll make it happen", "I'm confident in us", "I am thankful to be in my current position", "I'm thankful to have a job", "I have my health", "Let's work together", "I can turn things around" and "It's a great learning experience".				

	Pay attention to your words. Are they positive or negative? Do you often say "can't", "don't", "shouldn't", and "won't"? Do you often blame others? Do you describe yourself as a victim? Are you critical of others? Do you gossip? Are you blunt or short-tempered? Write down ways that you can be negative with your words.
	Seek to replace your negative language with positive words. For example, instead of saying, "It's your fault," say, "I take responsibility." Instead of blaming your co-workers, give advice that will "empower them". Write down positive words you can use to replace your negative words. Examples include: "The great news is", "We'll succeed if we", "Thank you for your contribution", "I am open to the possibilities", "My strengths are", "I'll make it happen" and "It will all work out"
	Fuel up with positive words from books. This month, read one inspirational book and one autobiography of someone's successes and philosophies. Go to the bookstore and see what jumps out at you.
	Read one positive quote each morning.
	Pick your favorite speakers or authors and buy one of their audiotapes. Listen to this tape while you drive.
I c ti	create my life and success every day through my thoughts, words, hoices and actions. Today I choose positive thoughts and positive words hat make me feel more energetic and help me project positive energy to the people I live, work and interact with

# Day 8 Recharge Your Batteries with More Sleep

Research by Professor James B. Maas, a professor of psychology at Cornell University shows that if you get less than eight hours of sleep a night, you are operating impaired-your alertness, productivity creativity and general health are all affected. Maas explains that a third of all Americans get six hours of sleep a night or less when they should be getting nine or 10. Indeed, to many, it seems that sleep is extremely underrated. The fact is, we need to sleep in order to re-energize our bodies. Sleep cannot be replaced. Studies show that without sleep you are prone to more accidents, mistakes and fatigue.

#### **Action Steps**

□ Decide what time you need to go to bed to get at least eight hours of sleep a night.

□ In your daily planner, write down that time and make sure you are in bed 10 minutes prior. Note that you might find it difficult to fall asleep the first few nights. Just keep in mind that you are training yourself and your body.

□ To help you go to sleep, avoid sugars and caffeine before bed, eat a snack if you are hungry, exercise during the day, clear your mind and say to yourself, "It's time to go to bed. I deserve to sleep."

□ Stick to your planner and go to bed each night at that time. Eventually you will get used to going to bed at that time.

Observe your energy in the morning and throughout the day as you get more sleep each night.

## Affirmation (Say this at night before bedtime)

Getting enough sleep is a key ingredient to my health, energy and success. I make it a priority to recharge my batteries with plenty of sleep.

# Day 9 Use the Power of "Thank You"

Do you often feel nervous, anxious, uptight, worrisome, or stressed? If so, you are not alone. These feelings are all expressions of a deep-rooted feeling we know as fear. Fear is hardwired into our ancient DNA. Fear was essential to our survival in a brutal and primitive world. Fear of starving helped us find food. Fear of animals helped us run faster to get away. Fear helped us fight when we needed to survive. If you have ever faced a scary situation, you know what it's like to feel the "fight or flight" response. Your blood pressure increases, you produce more stress hormones, and more blood sugar and oxygen are pumped through your body. This surge allows you to fight harder or run faster.

In today's world, we don't often face many life-threatening situations that require us to "fight or flight". Instead, most of our stressful and fearful situations come from life pressures, work pressures or a hurried lifestyle. Our fear response system that helped us survive during the Stone Age is slowly killing us in the Information Age. Where in the distant past we might have experienced "fight or flight responses" by fighting or running, many of us now live and work in office environments causing elevated amounts of stress hormones coursing through our bodies.

According to Dan Baker, Ph.D., author of *What Happy People Know*, (I highly recommend this book) chronic stress weakens our immunity, increases our blood pressure, accelerates aging, affects our energy levels and depletes the neurotransmitters dopamine and serotonin that make us feel happy. That's why anti-depressant drugs that increase dopamine and serotonin make people feel better. So, if you are feeling depressed, stressed, anxious and tired, know that you are not alone. But also know that fear can be overcome.

The first step is to recognize that you are fearful of something and the second step is to take action. While fear may be our first response, one of the ways to overcome fear is by using the *Power of Thank You*. Why is "Thank You" so powerful you ask? Because according to Dan Baker research shows that it is physiologically impossible to be in a state of appreciation and a state of fear at the same time. So if you are feeling stressed or fearful, start thinking of things that you can appreciate. Who do you love? Who loves you? Do you have your health? What are you thankful for? When you say "thank you," you focus your energy on what you have now rather than thinking of negative things of the past or worrying about the future. This gives you more energy right now, when you need it most.

## **Action Steps**

☐ When you notice yourself feeling stressed, nervous, anxious, or worried, ask yourself what is causing your fear.

	Right now, list the people and aspects of your life for which you are thankful. What do you appreciate? Who do you love? Who loves you? You can be thankful for specific things such as "food on the table" or the fact that you have money to buy food and live in a comfortable home. Or, you can be thankful for your children, a spouse that loves you, or even the fact that you can walk. Thank you's can be general or specific.
	Create several "thank you" phrases that you can recite when you find yourself feeling nervous, anxious, stressed or fearful. These phrases should incorporate the list above. This technique has really helped me in my life.
yo tha tha	r example: If you often get stressed at your job, you might say the following thank u's: "I am thankful that I have a job. Not everyone is so lucky." You could say, "I am inkful that this job helps me provide food and a home for my family." Or, "I am inkful for the skills to do this job." Or you might say, "I am thankful for my health. Ithout it nothing else would matter, especially my job."
Lis	st your "Thank You" phrases here.
1	
2	
3	
4	
5	
	Say these phases often and make up new ones depending on your situation. When you use the <i>Power of Thank You</i> , you bring more positive energy into your life and keep the negative energy from draining you.
	<b>ffirmation:</b> (Say this daily)  saying my thank you's I stay positive, happy and energetic.

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# Day 10 Fuel Up with Purpose

At this point in the plan you have increased your energy through exercise, breathing, eating and sleeping. These strategies have surely increased your mental and physical energy. However, if you still find yourself lacking the motivation to go to work every day, your job really drains your energy, or you don't have a passion for work or life, then it's time to fuel up with purpose.

Purpose is one of the most powerful sources of fuel in existence. While goals, projects, money and prestige often provide you with incentives in the short term, eventually projects are finished, money is made or lost, prestige comes and goes and goals are achieved or forgotten. The question is, "What then?" People often ask me, "Where does one find the passion, excitement and energy to stay motivated and energized for the long term?" I tell them that only purpose can do this. Purpose is like a candle that doesn't stop burning. It sustains you during the tough times and it is with you when the applause stops.

To fuel up with purpose you first have to discover it. As you complete the following actions steps, you will see that purpose can be found everywhere -- from big dreams to small acts of kindness. Once you find it, use it as an ever-flowing source of fuel for your life.

#### Values

	,		
Adventure	Balance (work & home)	Communication	Community
Commitment	Compassion	Creativity	Dignity
Empathy	Energy	Enthusiasm	Ethic
Excellence	Fairness	Faith	Family
Forgiveness	Friendship	Generosity	Genuineness
Harmony	Health	Honesty	Humor/Fun
Initiative	Integrity	Joy	Knowledge
Leadership	Learning	Loyalty	Making a Difference
Other people	Peace	Positive Energy	Responsibility
Success	Teamwork	Trust	Wisdom
to you. To find	e, first identify the top five value purpose in something, you me up with your own.		
1	2	·	
3	4	·	
5			

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	If you passed away today and someone gave a eulogy at your funeral, what would you want them to say about you?
	Pretend you are a newspaper reporter and write a few sentences about yourself. The article would be sent to your friends, family and associates. What nice things would the article say about you?
	If you found out that tomorrow was the last day of your life, what life lessons would you want to share with your children or grandchildren?
1	
2	
3	
	Now do a reality check. Are you living your values? Are you incorporating your strengths into your life? Are you applying the lessons that you would want to share with your children or grandchildren? Are you the person the reporter described? If any of the answers are "no", then write down what's missing. For example, one of your values might be family. However, answering these questions makes you realize that you don't spend any time with your family. Thus, spending time with family would be missing from your life.
	Through these exercises you will hopefully find the missing purposes in your life. While you may be living some of your purposes, what's often missing is the purpose and fuel you need most. For example, one of the lessons you might want to share with your future generations is to make a difference in other people's lives. Yet, you find yourself often being distant and unfriendly with friends and strangers. Thus, one of

	the time and effort to train them. I am patient when they make mistakes. I set high expectations so they strive for the very best."  Now write down several rituals that will help you live this purpose. For example, one ritual for the statement of purpose above might be, "Personal Development Seminar." The action would be "listening to a monthly speaker once a month on Mondays."  Ritual Action Time (s) Days			
	<ul> <li>□ Now write down several rituals that will help you live this purpose. For example, one ritual for the statement of purpose above might be, "Personal Development Seminar." The action would be "listening to a monthly speaker once a month on</li> </ul>			
	the time and effort to train them. I am patient when they make mistakes. I set high			
	might write, "My purpose is to develop my employees into successful leaders. I spend the time and effort to train them. I am patient when they make mistakes. I set high			
	For example, even if you don't love your job, try to find purpose in it. Perhaps it's something as simple as making people smile every day. Or, find your purpose after work. My friend Amy felt her purpose was to make people laugh. As a pharmaceuticals rep and comedian she makes doctors laugh by day and audiences laugh by night. So, now connect your purpose to your everyday personal and professional life.			
]	Once you discover your purposes, the key is to incorporate them into your life. Life and work offer a tremendous amount of opportunity to live your purposes. We just have to find the deeper meaning in everyday things. When you connect your everyday life with your values, beliefs and convictions, you fuel up with purpose.			

3.					
	□ Write down one statement of purpose for your personal life. For example, you might write, "My purpose is to raise my children into happy, strong, compassionate and successful adults."				
	Now write down several rituals that will help you live this purpose. For example, one ritual for the statement of purpose above might be, "Read each night to my children." The action would be to "read books that teach morals each night at 8pm Monday-				

Ritual	Action	Time (s)	Days
1.			
2.			
3.			

**Affirmation:** (Say this daily)

Each day I choose to live a life filled with meaning and purpose. This provides me with sustained energy for the short term and long term.

Thank you for utilizing this free 10-Day plan. I hope it has helped introduce you to a few, simple energizing strategies. For more tips to increase your energy and for information on my book, *Become an Energy Addict*, please visit <a href="https://www.energyaddict.com">www.energyaddict.com</a>. - Jon