

Refuel, Recharge, and Re-energize:

*The Conscious Entrepreneur's
Guide to Taking Back Control of
Your Time and Energy*



Erin Owen, MBA

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Produced in the United States of America

Owen, Erin
Refuel, Recharge, and Re-energize:
The Conscious Entrepreneur's
Guide to Taking Back Control of
Your Time and Energy / Erin Owen, MBA

ISBN 978-1-938579-13-4

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In Gratitude...

*To all the wonderful people in my life who helped
make this book a reality.*

I dedicate this book...

*To all the teachers (living and passed on) who have transmitted to
me the wisdom of the ancient Eastern philosophies and practices that
inspire my work in the world.*

Thank you all!

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Introduction

These days, life is full.

New technology makes our lives easier and allows us to be more productive. However, it also makes it more difficult for us to discern the boundaries between work-life, home-life and everything in between. As a result, our schedules are jam-packed, giving us little room to breathe.

This is especially true for entrepreneurs. When you own your own business, the demands and expectations of life can seem overwhelming. And, if you also have a family to manage, the complexity is even greater.

Some days it can feel like everything is running so smoothly and then...BOOM! It all falls apart.

This intensity — this pace that we're living at in the modern world — is driving us to the edge. It's up to you to decide if you want to continue feeling overwhelmed by life or, instead, take a journey with me to explore how you can live and work in a new, better way. A way that enables you to achieve your highest potential and make your positive mark on the world, all while regaining control of your time and energy.

In this book, I share how the Eastern concept of Yin and Yang applies

to how we live and work in the Western world. I reveal performance secrets inspired by Eastern practices across a number of countries and thousands of years of history. At the root of these practices are mindfulness (being present), breathing and balance. All the practices are simple, approachable, flexible, portable and, best of all, free.

After reading this short book and experimenting with the practices that appeal most to you, you will experience a sense of ease, control and peace that allows you to be much more productive in your business and, let's face it, a more pleasant person all around. Ultimately, you'll be that much closer to performing at your optimum level and living your life in an enjoyable and meaningful way.

Thank you for believing in yourself to make this small investment of time and energy. Why do I thank you? We are all connected, so I know that I too will benefit when your performance improves.

Namaste,

Erin

Chapter One

Reboot Your Internal Computer Daily



Space. Your [first and] last frontier.

In this first chapter, we focus on your inner space, that is, your mind. It is a frontier worth exploring on a daily basis.

Typically, the mind actively thinks about such things as the to-do list, a conversation you had yesterday, a conversation you need to have tomorrow, fears, memories, hopes, etc. But how often do you purposefully sit quietly and clear your mind? What I'm talking about here is rebooting your internal computer — your brain — on a daily basis by cultivating a quiet space for your mind. When you do this, you give yourself an opportunity to refuel, recharge and re-energize.

To create this quiet space in your mind, you must create space in your schedule (more on this topic in chapter three.) Why exactly is it important to do this? And how do you make the time when there is so much to do?

The Why

You wake up in the middle of the night with a racing mind and a feeling of anxiety about things you forgot to do or things you need to do the following day. It's nearly impossible to go back to sleep once

your brain starts plowing through your to-do list.

Once awake, you feel the only way to get everything done is to multi-task. If you work for yourself and you have a family, it might be common for you to be simultaneously tossing something together for dinner (if you even have time to do that), checking email, overseeing (sort of) what the kids are doing and checking in with your partner about schedules. Whew! It's exhausting just to think about living this way on a regular basis.

If you want to perform better, be more effective in your work and get more done, then, ironically, it is essential that you do *less*, by setting aside some time and entering that amazing, mystical space commonly known as your mind.

I know. It seems like I'm asking for the unattainable. How can you possibly do one more thing? It might feel that way now, but trust me. There is a sweet kind of magic that unfolds when you cultivate space for your mind and reboot your internal computer. With regular practice, time seems to slow down and stretch beyond the comprehension of the left brain, allowing you to be more present and on top of your game.

Scientists have proven numerous times that the brain performs better when it has time to rest quietly and focus on just one thing. The ancient practices of meditation and yoga are among many that recognize the importance of turning inward to enhance performance.

We live in a society that considers multitasking to be an effective method for getting more done. However, the reality is that you are less likely to remember the key details of a conversation if you are simultaneously checking messages on a handheld device. You are more likely to miss your desired destination if you are reading a text on your phone while walking down the street. And your odds of getting into a traffic accident are significantly increased if you are talking on the phone while riding a bike or driving a car. So, is doing more really helping you get more done?

When you take time out for yourself on a daily basis to refuel, re-charge and re-energize, you create a more enjoyable, meaningful and productive life. This is possible when you learn my simple strategies for taking back control of your time and your energy.

So let's look at how to do this in a simple, enjoyable and sustainable way that fits your lifestyle and boosts your performance to a more optimum level.

The How

First, you need to pick a time of day when you are least likely to get derailed by distractions. For many, the best time is early in the morning. Initially, it might seem impossible to carve out an extra 5-10 minutes before you dive into your day. However, in a short period of time you'll begin to notice the cumulative benefits of your practice, and you'll find it becomes easier to carve out the space you need to reboot.

You can experiment with each of the following methods, even combining a few or all of them. Feel free to choose the practice that best serves you in the moment.

☀ Sit and breathe. Find a relatively peaceful spot in your home to sit quietly. Just sit and focus on your breath. If you prefer, you can formally practice any type of meditation; however, just focusing on the breath can be a powerful and positively transformative experience.

Set a timer or simply check a watch or the clock. Focus on the breath as it moves in through the nose and trace its path as it moves through and then releases from your body. Allow each breath to be a bit longer, a bit more expansive in the body. Imagine that each inhalation draws in the exact nourishment you need, while each exhalation carries away whatever is no longer serving you.

If your mind easily wanders to this or that thought, then know this — you are perfectly normal. You can train your mind to focus on the

breath by quietly saying to yourself “inhale” as you breathe in and “exhale” as you breathe out. Or pick another set of words or phrases to pair with each part of the breath, such as “here” (inhale) and “now” (exhale), or “thank” (inhale) and “you” (exhale), or “everything is” (inhale) “complete” (exhale) ... you get the idea.

I’ve recorded several short audio meditations to support you in exploring your internal terrain. Visit YourPerformanceBreakthrough.com/BookResources to listen in or download to a mobile device.

☀ Write in a journal or notebook. Sit comfortably — prop yourself on pillows right there in bed or nestle into your favorite soft chair. Give yourself a few minutes to write anything that comes to mind, without editing or judging or expecting. Ideally, avoid using a computer for this exercise and just write. By doing so, you’ll unload the contents of your mind, acknowledging in a subtle way that its contributions are important enough to capture on paper, yet, at the same time, creating space for your brain to breathe.

Next, spend a few minutes writing about something positive that warms you up inside, excites you or inspires your creative energy. You might make a list of all that you are grateful for in your life. Or, you can write about your hopes and dreams with as little or as much detail as makes you feel good in the moment. Alternatively, perhaps you find yourself spontaneously writing a piece of content relevant to your home or work life. Just let it flow. Do this without editing, without judgment and without any expectations.

☀ Walk outside. Especially in the early morning hours, when the earth is turning to reveal the sun coming up over the horizon, there is a beautiful quiet that inspires the cultivation of space, relaxation and openness in your inner world. Dress appropriately for the weather and give yourself permission to wander without a fixed destination. Enjoy the simple miracle of breathing and moving your body and give yourself over to tuning in to the sounds of nature (or the waking city), ob-

serving the changing shapes, textures and colors of your surroundings.

Engaging in one or more of these practices on a regular basis, or experimenting with other similar practices that inspire you, will help you create a nice rhythm of certainty with your inner space-diving rituals. You will discover that the unique personal benefits waiting for you become more evident and multiply over time.

The Bottom Line

Take back control of your time and energy. Slow down, quiet your mind, and enjoy greater productivity and a more enjoyable way of living.

Further Resources

Download or listen to an audio version of Chapter One at YourPerformanceBreakthrough.com/BookResources. Access a selection of short, guided meditations that are guaranteed to leave you feeling calm, centered, grounded and ready to take on any challenge that comes your way.