

From Burnt Out to Fired Up

The Essential Guide to Skyrocket Your Energy, Confidence & Productivity



Mind^{maui}**&Body**
LLC

reach beyond



Introduction

What does being productive mean to you?

What would you do if you had all the Energy you could imagine?

What would it feel like to know that you could accomplish what you want to accomplish, and have energy left to enjoy your whole life?

Right now, you may be feeling that if you could just push through and finish that last item on your to do list, everything would be fine. 'Just one more thing' has become your mantra.

Or maybe you are feeling that the pace you're running now can't continue. You may dread going to sleep because you often wake up in a panic, scared of keeping up with all the demands of your life.

*You GET to be happy
and at ease, knowing
you are showing up
present and
powerfully.*

You may wish you could run away from it all and check into a spa (or even a deserted island) for a week, a month, or even an hour.

But you keep going.

One more cup of coffee.

One more 'quick' errand.

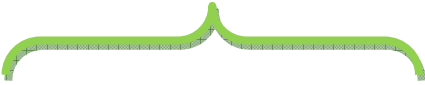
One more 'yes' to someone else's agenda.

Here's the thing. What you do *before* you do anything 'productive' is ultimately what affects how much you get done.


The secret to having all the energy you need to do what really matters to you, is in your physiology and habits. The internal state of your body and mind will dictate how well you can focus, how long you can sustain any pace, and how 'on it' you feel; whatever you are doing.

Your physiology and mental habits are what will give you the staying power to get through your days with energy, (not quick fixes), the confidence of knowing you can handle what is yours, and the ability to focus, learn, and be creative that ultimately leads to massive productivity and enjoyment in your life and work.

You get to be happy and at ease, knowing that you are showing up powerfully and present at your work and in your life.



*Create Simple, Daily
habits that support your
peak physiology ~
Energy & Productivity
Start on the Inside!*



It will take tweaking a few things in your life. But you know that.

It does not mean you have to give up being the high powered person I bet you are.

The steps do not have to be overwhelming and drop-everything dramatic, although the results are often quite dramatic.

This guide will help make it do-able.

Print this guide, grab a cup of tea, and take a few minutes to play through the exercises. This will be time well spent- I promise!



I'm, Kalia Kelmenson, the founder of Maui Mind and Body, and the creator of Mind Body Booty Camp™.

I'm a busy mom and entrepreneur, and someone who has struggled with the same issues you do. I need my days to be super-productive, I want to feel engaged and excited by my work and with my family, and I want to feel that I am making a difference in the world.

I also want the energy to fully enjoy all aspects of my life.

In order to do this, I recognize that I must cultivate my energy, both physically and mentally. I need to release myself from being caught in the tidal waves of my emotions, and I need to make sure I am not just staying busy so I don't have to think about how crazy my life has become.

*Do you have the
energy to fully
enjoy ALL the
different aspects of
your life?*

Over nearly 20 years of working with private clients, groups, and a lifetime of my own challenges, I have developed a system that has helped me and my clients get to that place:

Where there is energy,

Where you get it done without so much struggle.

Where you have the confidence of knowing that whatever bumps you hit along the way, you know you can come back to center and create all the energy you need to be a powerhouse of productivity-



This guide is my gift to you. I hope you enjoy it!

Kalia

Table of Contents

Step 1: Know what Matters to YOU6

Step 2: Decide you are Worth it8

Step 3: Become a Source of Renewable Energy10

Step 4: Get Some Attitude.....12

You Did it! Celebrate!!.....14

Step 1: Know what Matters to YOU

This is a crucial step that we sometimes miss, either because we don't think about it, or simply because our daily routines began by default.

Take a moment and think about the things that really matter to you. Some people call them Values, some call them Things That are Really Important to Me.

Whatever you choose to label them, make sure they are coming from YOU, not from society, your parents, your friends, or anyone else.

What is most important to you in your life?

This has to come from inside you.

You may come up with tangible things, like Family, Career or a Calm, Relaxed Household, or you may come up with more intangible things, like Happiness, Success, or Meaning. Don't judge what you come up with, just make sure of two things:

1. They are truly what is most important and most meaningful to you- not something you "should" care about
2. Deep down, they mean something to you personally- the things that make you light up and say "YES!!" I want THAT.



Action Step

Write down YOUR top 3 Most Important things (aka Values)

- 1.
- 2.
- 3.

For some of my clients, this is a simple step, they just know what their top 3 are. For most of them though, it takes some time to really narrow it down. When they think about what is most important to them, it can be hard to choose just three.

It's a crucial step though, and it may shift and change as you move through life.

Make sure you come up with your three now, before you move on to the next step.

Step 2: Decide you are Worth it

As much as you wish it were true, *doing more* will not get you to where you want to go. Ultimately, it will lead you to burning out. Even if it feels like you're making progress in the short-term, what is gained by you burning out?

Most of us spend our days taking care of what is most 'in our face' – I call this greasing the squeaky wheels. Think about the squeaky wheels in your life. They are those people or things that scream, (or squeak) to you the loudest-

We are incredibly good at ignoring our own squeaks.

Imagine yourself as an energetic, confident powerhouse of productivity. What difference does that make to your top 3 values listed above? If Family is important, see yourself as this amped up version of you; you've gotten your most important work done, you're excited to see your kids, and you've got the mental and physical energy to play with them- Enjoy it!!!

*What is gained by you
being burnt out?
You have to Give
Yourself Permission to
Choose*

Now it's your turn- How are those important things affected by you being in this energized, confident mode? Are your values served or diminished by you stepping into this magnificent version of you- even just a little bit?

I'm going to guess that you said every one of those important items is SERVED by you being more energized, more confident and more productive.

So, What's the Issue?

You have to give yourself Permission.

Sounds pretty simple right? Most people don't do this. Giving yourself permission means deciding that you are worth it. Deciding that you can step off the (not so Merry)-Go-Round of endless doing, of greasing everyone else's wheels, so that you can become this more powerful version of YOU. You have to grease your own squeaky wheel.

Right now, I'm going to give you permission. This is just a starting point, because, ultimately, the only permission that really matters is your own, but I want you to know, that I have seen this work over and over again with my clients-

Action Step

Give yourself Permission:

What do you need to give yourself permission to do or be? Here are some places to start:

I give myself Permission to say YES to ME

I give myself Permission to Value my Energy and my Time

I give myself Permission to Follow My Dreams

I give myself Permission to consciously make Choices that Support My Energy, Confidence and Productivity

I am willing to let go of other's expectations and needs if they don't align with what is Most Important to me

Step 3: Become a Source of Renewable Energy

A quick quiz: On a scale of 1 – 10, how is your energy right now? (with 10 being ready to climb a mountain, and 1 being ready to climb back into bed.)

If you are closer to a 1 than a 10, you'll want to pay special attention to this step.

This step is about *nourishing* yourself.

No more quick fixes that send you on a roller coaster ride- Now that you've given yourself permission, you want to create a solid foundation for your energy and ability to get it done.

This means daily habits that support consistent energy and sustained focus.

When you nurture the physiology of your Body and your Brain, you are creating internal harmony. This means balancing your hormones (yippee!), stabilizing your blood sugar, (which is huge for your energy and productivity, and maintaining a healthy weight), and creating the ideal mental conditions that support healthy emotions, focus and balance.

*Nurturing your
Physiology and state
of mind will give you
awesome energy and
incredible focus.*

When you have energy, and you know how to use it effectively, you can start to create incredible outcomes in your life and your business.

There are physical habits and mental habits you will want to focus on. They interplay with each other, so choose what feels most important to you right now, and take one little step at a time. Even picking one activity, and making it a daily habit, can make a huge difference.

Physical Tools:

- Daily movement – Close your office door, put on your favorite song, and dance, or go for a walk-break.
- Hydrate- Start each day with a big glass of water and keep water handy all day long
- Sleep- Remember that? Aim for 7-8 hours for maximum energy and brain power.

Mind Tools:

- Calm the Chaos- Give your most important projects your full attention- that means no more multi-tasking
- Banish your inner mean girl- Learn how to deal with that voice in your head that tells you you're not enough or you should be doing more.
- Learn your strengths, your natural and developed gifts, and use them in every area of your life.

*Intentional Rest:
No more white-knuckling
your life- Give yourself the
opportunity to Re-charge
physically and mentally*

Intentional Rest:

- Now I know right now, you may be white-knuckling your life, and just the mention of the word rest makes you laugh.
- This is the Ultimate in nourishing yourself. It may mean going for a run in the forest so you can be in nature, feeling your blood moving through your body, or it may mean sitting quietly and just breathing. Make space in your body and your mind to allow yourself to re-charge.

Step 4: Get Some Attitude

These are the Three Attitudes that count the most when creating energy and productivity.

Mindfulness – Don't let the name scare you; this is simply about learning how to pay attention to the present moment. There are many, many ways to do this, and you will find the one that works for you. Some find it in movement, some find it sitting still, some find it in the shower(see the action tip for more on this one).

Positivity- Yes, Happiness exists here, but so does Flow, Zest Engagment, Meaning and Serenity. There are many forms of Positivity, and it's vital that you cultivate some of them in your life. When you do, you will find that you become much more resilient; meaning you will bounce back rather than burn out when the inevitable storms of life come your way.

Positivity also opens doors for new connections in your mind, and in your life. You become more connected to those around you, and every aspect of your life gets better. Studies have shown that at least 80% of us are below the level of Positivity that makes us Thrive- This is worth looking at.

Curiosity- Can you become a curious explorer in your own life? Curiosity brings a freshness and an openness to our lives. We become more invested and engaged in what we do, which allows us to grow. It infuses our lives with meaning and excitement. It also literally changes the wiring in our brain and allows us to learn more effectively.





Action Step

Choose one area to explore- Mindfulness, Positivity or Curiosity;
and practice including one of them every day:

Mindfulness:

- Choose something you do every day, brushing your teeth, taking a shower, or washing dishes- bring your full attention to it. Notice every sensation you experience fully. When your mind wanders, come back to your sensations.

Positivity:

- Either first thing in the morning, or last thing in the day, spend a few moments writing down, pen to paper, what you are grateful for in your life. Some days, you'll notice the smaller things, and some days it will be big grand gratitude- they both are useful.

Curiosity:

- Choose one of your daily chores that you need to do, but that 'bores' you. Bring your curiosity to it. What can you notice about this task that you've overlooked? Maybe it's your commute- taking the kids to school or driving to work, or maybe it's folding laundry- you choose. Keep your awareness on the look-out for aspects of it you haven't noticed before.

You Did it! Celebrate!!

Energy and Productivity come from creating conditions in the body and mind that support focused action, and creative solutions, and Confidence comes from knowing how to create those conditions whenever you need them.

When you can be a Powerhouse of Energy, Confidence, and Productivity, and you can finally do what is most important to you- and enjoy every bit of your amazing life!

Action Step

The most Important Step is the one you DO. Choose two action items and schedule them into your week.

And Visit [www.mauimindandbody](http://www.mauimindandbody.com) for more FREE tools

If you want to have more energy, confidence, and tons of personal Support in making it happen- Contact me to set up a get acquainted call- I'd love to talk to you!

Kalia Kelmenson
808-283-1497
info@mauimindandbody.com

