

# Life Balance Toolkit

## MY ENERGY CYCLE MAP

Being aware of energy levels throughout the day is especially important if you live with an immunodeficiency.

Your body really does have to work much harder if you are experiencing ongoing inflammation and are unwell. This can mean regular fatigue becomes a normal part of life.

### SO HOW DO YOU MANAGE WHEN YOU HAVE FINITE ENERGY?

One idea is to map your energy cycle! You might find clues about how to conserve, manage, and optimise your daily energy for better focus, self-care and to include the things you enjoy. Find out when you feel most alert to tackle the demands of your life and be the most productive!

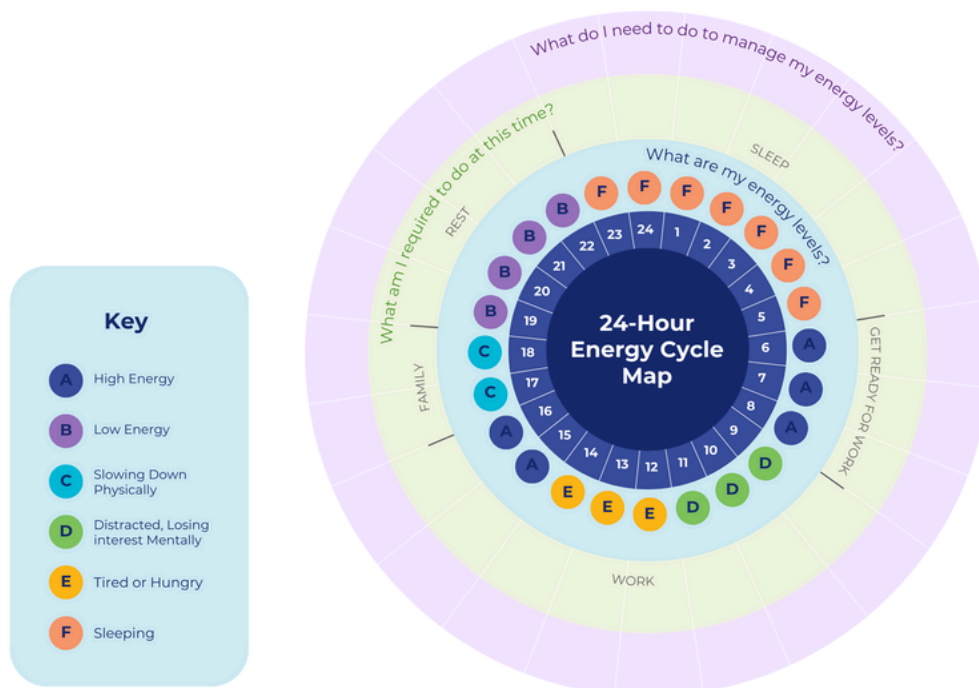
With careful energy management balancing work, family, and other commitments can be become more achievable. You can then start to see changes in your overall well-being, productivity, and experience a greater sense of quality of life.

### HOW DO I USE THE 24-HOUR ENERGY CYCLE CLOCK?

In the image below use the inner circle to plot your energy levels using the key. As in the example below use the circle codes to highlight when you have high or low energy.

In the second circle write what you are expected to do during those times. Already you may see that your energy levels do not match your activities during the day!

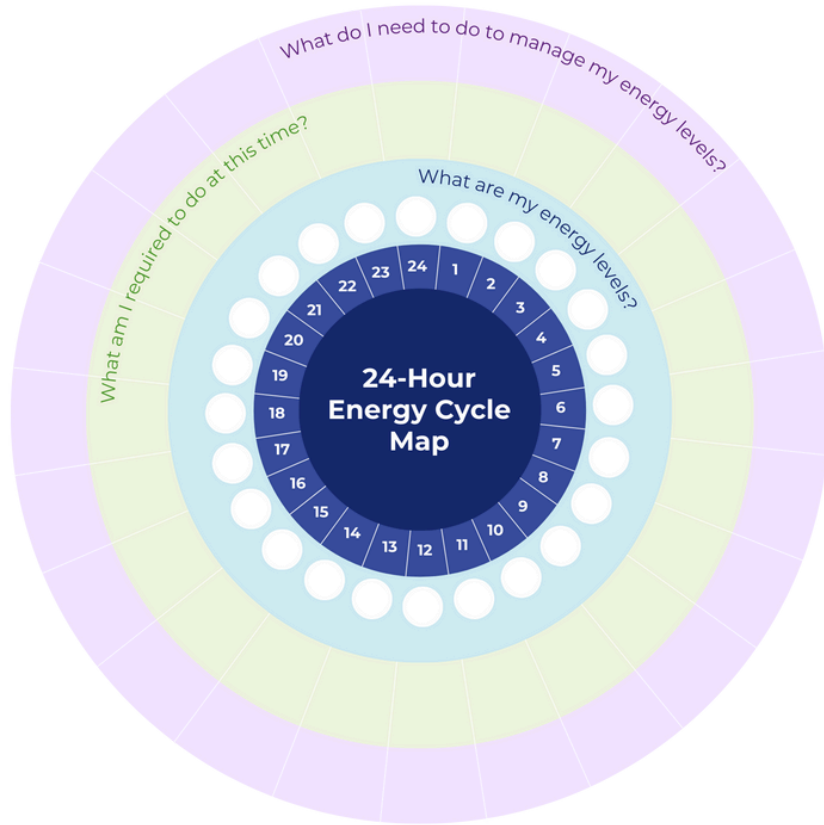
If you notice this, write in the outer circle what you might need to do to better conserve, maintain and improve your energy! This can include: more rest time, eating high energy nutritious foods, focusing on hydration, doing gentle exercise, connecting with others, or you may have other energy hacks!



# CURRENT ENERGY CLOCK

**Key**

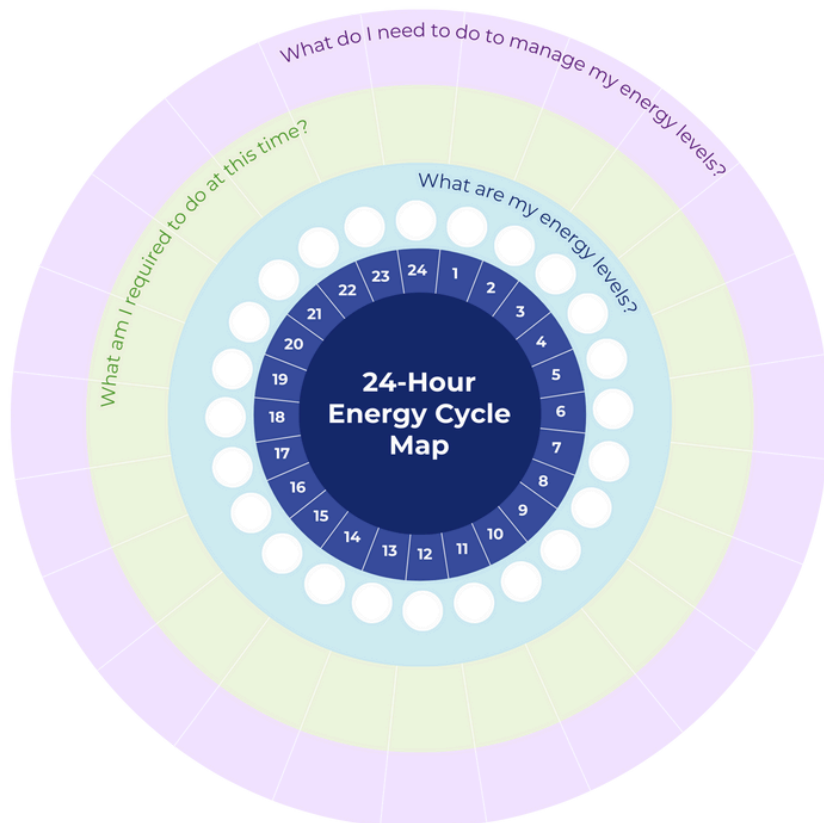
- A** High Energy
- B** Low Energy
- C** Slowing Down Physically
- D** Distracted, Losing interest Mentally
- E** Tired or Hungry
- F** Sleeping



# ONE MONTH AFTER CHANGES

**Key**

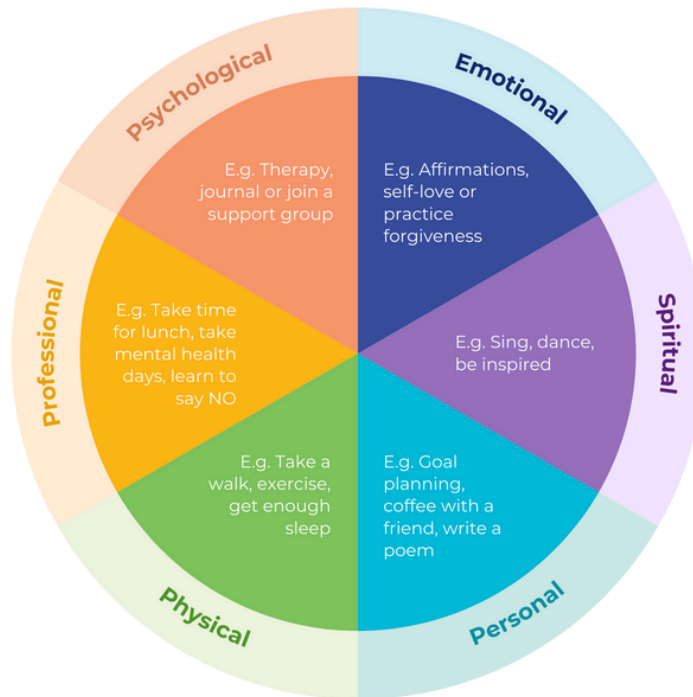
- A** High Energy
- B** Low Energy
- C** Slowing Down Physically
- D** Distracted, Losing interest Mentally
- E** Tired or Hungry
- F** Sleeping



# Life Balance Toolkit

## MY SELF-CARE WHEEL

The Self-Care Wheel is a tool to help you focus on six aspects of self-care. By focusing on all areas, you can feel more fulfilled and balanced by increasing your 'feel good' hormones!



**Emotional self-care:** Help yourself to better handle your feelings.

*Spend time with loved ones, self compassion and set boundaries to protect emotional energy*

**Spiritual self-care:** Connect to something bigger.

*Meditate, spend time in nature and participate in a faith community if you have one*

**Personal self-care:** Focus on personal enjoyment.

*Enjoy hobbies, traveling, learning and spending time alone to recharge and enjoy life*

**Physical self-care:** Look after your physical wellbeing.

*Regular exercise, balanced diet, sleep hygiene, medical care plans*

**Professional self-care:** Maintain a healthy work-life balance.

*Set careers goals, take breaks and continue learning to stay motivated and satisfied at work*

**Psychological self-care:** Keep your mind healthy.

*Journaling, Mindfulness, Meditation and Counselling*

"Think about these three questions to get started balancing your self-care!

- What is the aspect of self-care do I want to work on and set a goal? *Eg: psychological*
- Why is this domain important to me? What do you notice is missing? *Eg: I notice I have lots of thoughts in my head and I feel anxious at times.*
- What activity could I do to improve this part of my self-care? *I would like to start journaling.*
- How do I think this will improve the quality of my life? *This will help me settle my mind so I can order the many things that clutter my mind.*

# Life Balance Toolkit

## MEETING MY NEEDS

---



The 'I feel – When - I need – I look forward to' tool can help you to express emotions, be more aware of the situations that trigger them, be clear about your needs and express your hope for the future. Try this out for yourself!

"I feel....."

"When....."

"I need....."

"I look forward to....."

### TIPS TO KEEP IT REAL

#### "I feel..."

Start by expressing your emotions. This helps to convey how a particular situation is affecting you.

*For example: "I feel sad and frustrated..."*

#### "When..."

Next describe the specific situation that triggered these feelings. This provides context and helps people understand what caused your feelings.

*For example: "When I have to cancel my dinner plans due to my low energy. I looked forward to going out with you."*

#### "I need..."

Then express what you need to feel better or to resolve the situation. This step shifts the conversation from simply expressing feelings to exploring solutions.

*For example, "...I need you to not give up on me, I need your support and continued friendship. Maybe breakfasts are better. I notice I have more energy in the mornings, and I need advanced notice if the schedule changes."*

#### "I look forward to..."

This simply provides an opportunity to focus on the future in a positive way.

*For example: "I look forward to our breakfast date and our friendship"*

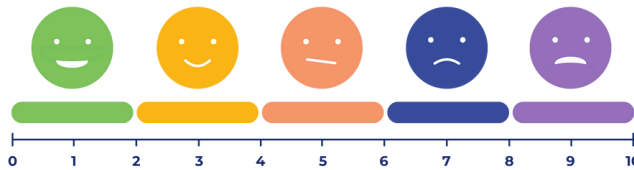
# Life Balance Toolkit

## BUILDING RESILIENCE

How does anxiety play out for you? How do you uniquely experience anxiety and overwhelm? This is a key step towards a better quality of life and move away from just 'getting through' periods of physical and emotional stress.

### START THE DAY WITH A 'STRESS CHECK IN'

In the morning be aware of your feelings and what is happening in your body. Every day is different! Rate your anxiety levels on a scale of 1-10. You can then assess if you need to do a 'go to' quick calming activity tool' to get the most out of your day.



### UNDERSTAND YOUR RESPONSE!

Try journaling! It can really help to know your own triggers, responses and behaviours. During or after any anxious moment write or type your answers to the questions below. Over time it will be easier to write your experiences and get your own flow with journaling

1. The **trigger** I notice right now is: *(example: going to the doctor)* - Triggers are very personal so whatever you include here is ok!
2. The **intensity** I am feeling on a **scale of 1-10** is: *(example: 8/10)*
3. My **body** is: *(example: my heart rate has increased)* - Your body is an excellent anxiety barometer. You might notice increased heart rate, shallow breathing, sweating, muscle tension, stomach discomfort, persistent headaches, muscle pain, dizziness, fatigue.
4. My **thoughts** are: *(example: I am not going to be heard)* - You might experience racing thoughts, constant worry, fear of the worst, difficulty concentrating, difficulty making decisions. By writing your thoughts you can then order them from most to least loud in your head.
5. I am **feeling**: *(example: overwhelmed and angry)* - Listen closely to your feelings. You might notice irritability, feelings of dread, excessive worry, overwhelm, frustration, sadness. Record everything you are feeling
6. My **response** to these feelings is: *(example: to cancel my appointment)* - You might notice behaviours such as: avoidance of certain situations, procrastination, aggression or poor sleep patterns. By understanding our responses, we can assess the impact of anxiety on our quality of life.

### KNOW YOUR 'GO TO' CALMING TOOLS!

Be prepared! During anxious moments it may be difficult to know what to do to calm your nervous system. Circle ideas below you think will help. Add your own too! Write these down and put them in places to easily see them like the fridge or a post-it-note on your desk.

Deep Breathing . Grounding Techniques . Progressive Muscle Relaxation . Mindfulness . Meditation . Positive Affirmations . Visualisation . Counting Backwards . Sensory Play . Cold Water Splash . Humm or Sing. Take a Walk . Engage in your Hobby . Journal . Talk to Someone . Aromatherapy . Eat Something Nutritious .

### BUILD RESILIENCE FOR THE FUTURE!

Ongoing self-care is the best way to build resilience against anxiety. Circle any self-care ideas below to build your resilience. Also add what you have found has worked best for you in the past.

Regular Exercise . Balanced Diet . Time Management . Positive Social Connections . Practice Gratitude . Hobbies and Interests . Regular Journaling . Regular Breathing and Relaxation Practice . Limit Social-Media . Self-Compassion . Learn New Skills . Regular Self-Care Routines . Connect with Nature . Set Boundaries .

# Life Balance Toolkit

## CREATING BOUNDARIES FOR WELLNESS

---

A boundary is a healthy limit you establish to prioritise self-care while engaging in life's activities. By communicating these boundaries, you demonstrate respect for your well-being and reinforce your sense of self-worth.

### NAME IT!

Start by writing down or telling your story out loud. Understand your discomfort.

- What is going on right now that makes me feel like I need to set a boundary?
- What do I feel like I need to do?
- What is it that I practically can do?

*Example: I need to cut down the days OR reduce days in office with flexible working.*

### GET CLEAR ON WHY IT IS IMPORTANT!

This will help you to communicate your boundary and stick to it.

Answer the questions below:

- What needs am I trying to meet?
- What feelings are coming up for me?
- What values am I protecting?
- This boundary is important to me because...

*Example: This is important because I need a better work/life balance. I need to protect my mental health and manage my energy to give my best at the office.*

### KNOW THE RISKS OF NOT SETTING THE BOUNDARY!

Ask yourself the following questions:

- How is the current scenario making me feel?
- How is this impacting my mental health?
- How is this impacting my physical health?
- The risk of not setting my boundary is ?

*Example: The risk for me is burnout, increased anxiety and being less satisfied with my work.*

### KNOW THE RISKS TO YOUR RELATIONSHIPS OR RESPONSIBILITIES!

Explore the consequences of not setting boundaries by answering the questions below:

- What will happen to the quality of this relationship?
- What feelings will continue to come up?
- What will the relationship look like if I don't?
- If I do not set this boundary the risk to my relationship with (person) is?

*Example: The risk for me is a build-up of resentment and lack of trust.*

### KNOW HOW TO COMMUNICATE YOUR BOUNDARY!

Find the right words to express yourself by answering the following questions:

- I feel: (*Example: anxious and frustrated*).
- When: (*Example: when I take work home it impacts on my energy levels and ability to do my best at work*).
- I need: (*Example: to reduce the days OR negotiate working from home*).
- This important to me because: (*Example: I want to do my best and keep enjoying my job with no resentment*).
- I look forward to: (*Example: bringing my best every day*).