



Tolerations in Your Work Life Today

Complete this exercise to get clarity on what are the things that are draining your energy that you continue to tolerate.

Take a few minutes to work through the tolerations & find someone who you feel comfortable talking this through with.

You can take action straight away to change some things that are draining you.

LOOKING AT THE TOLERATIONS IN YOUR LIFE TODAY

Every action you take uses energy. We can have a lot of little things happening in our day to day that drain away our energy that we may not be aware of. Tolerations are little or large things that we put up with which drain our energy; absorb our time and deplete our resources. For some of the things that we tolerate, the fact that we are not taking action in this area also uses energy as well – that moment of thinking “I’ve so much to do I don’t even know where to start, my desk is even so messy I don’t know where anything is! I wish it was tidy” this takes our mental and emotional energy as well.

In order to have energy for the things that are really important in our lives, we need to look at, recognise and decide to take action in dealing with the things that drains us.

The exercise below helps you to recognise what drains you in your day-to-day.

Step 1: Mark the items in the list that drain you

WORK

I no longer enjoy my work

My work is very stressful

I am avoiding a confrontation or conflict at work

I am inclined to tolerate bad behaviour from a boss or colleague

I find it very hard to delegate

My work does not allow me to express my creativity

WORK ENVIRONMENT

My work space needs updating and/or alterations

My work space needs to be cleaned

My work space has no natural light

My cupboards need to be cleared and/or cleaned

My wall space needs to be cleared

My desk is in a mess / full of clutter

My desktop / electronic storage is cluttered

WORK RELATIONSHIPS

- There are people in my work who continuously drain my energy
- I have unreturned phone calls, e-mails or letters that need to be handled
- There is a phone call that I have to make, and I keep procrastinating
- There is somebody that I need to forgive / let go of the bitterness
- There is a relationship that I want to improve
- I lack quality friendships in work
- There are people that have too much control over me and I need to change it

MONEY

- I spend more money than I earn
- I always pay my bills late
- I have debt that needs to be paid off
- My mortgage is too high
- I do not have a pension plan
- I do not have a savings plan
- I do not have medical or insurance cover

BODY AND MIND

- I don't take time for lunch / to eat during the day
- I never take a break from my laptop / computer screen
- I continuously work late / work very long hours
- I like to exercise on a regular basis but never get around to doing it
- I ignore the things that stress me out
- I never seem to have the time to think
- I don't have anyone to talk through work issues with

Step 2: From each category, write down the areas that drain you the most in the table below (In order of severity of the toleration)

	Toleration:	Implication:	Action:
1			
2			
3			
4			
5			
6			
7			
8			

Step 3: Looking at the worst toleration on that list, ask yourself what are the implications for you of that toleration?

Step 4: Find a colleague to discuss:

- What you intend to do to eliminate these drains
- Commit to the action that you intend to take and set the steps for you to achieve this

“Energy is the ingredient for success. You have a choice and you decide who/what gets it, so choose wisely.”