

# How to Conserve Your Energy and Simplify Your Work

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The tips below will help you save your energy and make your work easier. You will increase your independence, and you may have more time for the activities that you enjoy.

## Plan ahead and pace yourself

- Spread heavy and light tasks across the day and week.
- Some activities take more energy. Think about the activities that are the hardest for you. Plan only one heavy activity a day, such as laundry, shopping or bathing.
- Write down the tasks you need to complete. Do the most important ones first. Cross out any tasks that you don't really need to do.
- Schedule rest breaks each day. This will help keep up your energy.
- Stop to rest **before** you get too tired. Know your limits, and know the signs of fatigue (extreme tiredness).
- Don't start something that you can't stop if you get tired.
- Don't rush. Work at a slow, even pace.

## Organize your work space

- Work under good lighting with plenty of clean air.
- Make sure the room is at a comfortable temperature.
- Keep often-used items within easy reach.
- Make sure your work surface is at a good height.

## Save energy

- Ask for help when you need it.
- Sit as much as you can while working.
- Avoid heavy or excess arm movements. Don't hold or carry objects for long periods of time.
- Instead of lifting and carrying, slide objects on a counter or transport them on a cart.
- Every so often, change positions or switch from sitting to standing. This helps keep you from getting stiff and over-tired.
- Think of shortcuts. Example: instead of cutting vegetables for dinner, buy pre-cut vegetables.
- Learn how to manage your stress.

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