

ENERGY CONSERVATION ACTIVITY PACING

HANDOUTS

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ENERGY CONSERVATION SESSION 1

INTRODUCTION TO THE CONCEPT OF PACING: HANDOUTS

ICEBREAKING ACTIVITY (HANDOUT 1)

- **What is your name?**
- **Where are you originally from?**
- **Two random things about yourself?**
- **What is the most pleasurable hobby or activity that you are still able to practice?**

DATE: _____
 dd mm yyyy
PIN: _____

ACTIVITY PACING GROUP AGREEMENT

General guidelines

All group members are expected to participate actively in the activity pacing intervention. Group members will be respectful toward their therapist and each other. They will also agree not to compare themselves or their treatment progress with other group members as everyone will progress at a different rate during the treatment (it is not a contest!). Group members who are having difficulty understanding the material that is presented during group sessions or who have any other concerns are encouraged to talk to their occupational therapist before or after their group session.

Every group member has the responsibility of working in ways that allow them to achieve their personal program goals. These goals will be clear and determined in collaboration with their occupational therapist. Members are also responsible for using their pacing strategies and completing their activity pacing “homework” between sessions. Homework assignments are an important part of the treatment; not completing them will likely prevent you from benefitting from the activity pacing treatment.

Group session attendance

I will attend the eight intervention group sessions on a weekly basis for the first two months and on every two weeks for the third month. I will arrive on time to the group starting at _____ and finishing at _____ even if I do not always feel like it.

After the group treatment sessions end, I will attend my 3rd and 6th month booster sessions in order to maintain my treatment gains. I will also attend a 12th month follow-up session to complete the study and to receive my Activity Pacing certificate.

If, for any reason, I am unable to attend a session, I will contact the occupational therapist at the earliest opportunity. In case of an emergency, I will call the program secretary at 519-646-6000 ext. 61047 as soon as I know I cannot attend, and leave a detailed message.

If I decide to withdraw from the Activity Pacing study, I will advise the occupational therapist responsible for my group. She will ask me to discuss my reasons for withdrawing for research purposes. I am free to either answer or not answer her questions.

Group member confidentiality

Strict confidentiality is expected among members of the Activity Pacing treatment group. All of the following must not be disclosed to any person outside of the group:

- Names of the group members
- Any information shared by a group member about themselves during group sessions
- Information gathered about other members, even if it seems public or unrelated to the group
- Information obtained informally, for example, during break from another group member

It might seem harmless and may be very tempting to discuss group content with a relative, spouse, friend or family member. However, this type of disclosure would be a breach of this confidentiality agreement.

By signing you agree to abide by these restrictions. Members who do not respect the confidentiality agreement could be withdrawn at any time from the activity pacing study.

Participant's Name (print): _____

Signature: _____ **Date:** _____ (dd-mm-yyy)

Occupational Therapist (print): _____

Signature: _____ **Date:** _____ (dd-mm-yyy)

GROUP EXERCISES: ENERGY DRAINERS (HANDOUT 2)

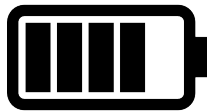
Instruction: Take five minutes to complete the three following questions. Afterward, take 10 minutes to compare your response in small groups. Highlight activities that are commonly reported by participants.

- 1. Identify the typical activities that are usually energy draining?**
- 2. Did you notice any increase in your fatigue or pain level throughout that day or during the few days after?**
- 3. Did you feel body warning signs? If yes, which ones?**

Typical draining activity	Fatigue? (yes, no)	Pain? (yes, no)	Body warning signs?

THE ENERGY ENVELOPE (HANDOUT 3)

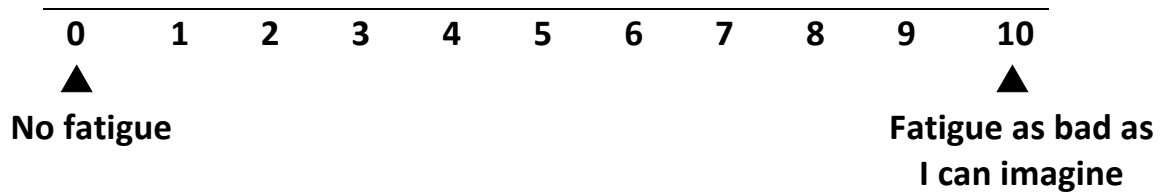
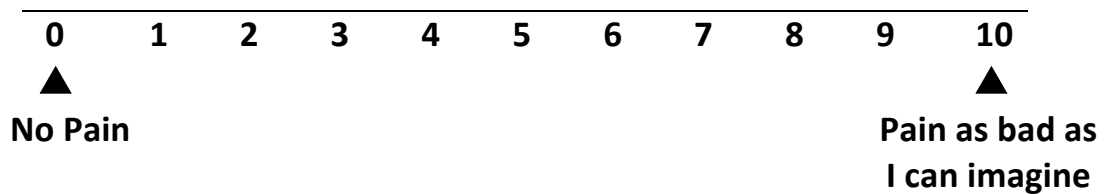
Everyone has a certain amount of energy in their personal envelope that they can expend during their day. By keeping your daily activities within your envelope so as to not exceed your limits, you prevent yourself from increasing fatigue and pain.



Staying within your energy envelope will allow your pain and fatigue symptoms to improve as you let your body slowly and naturally recover.

ASSESSMENT SCALES (HANDOUT 4)

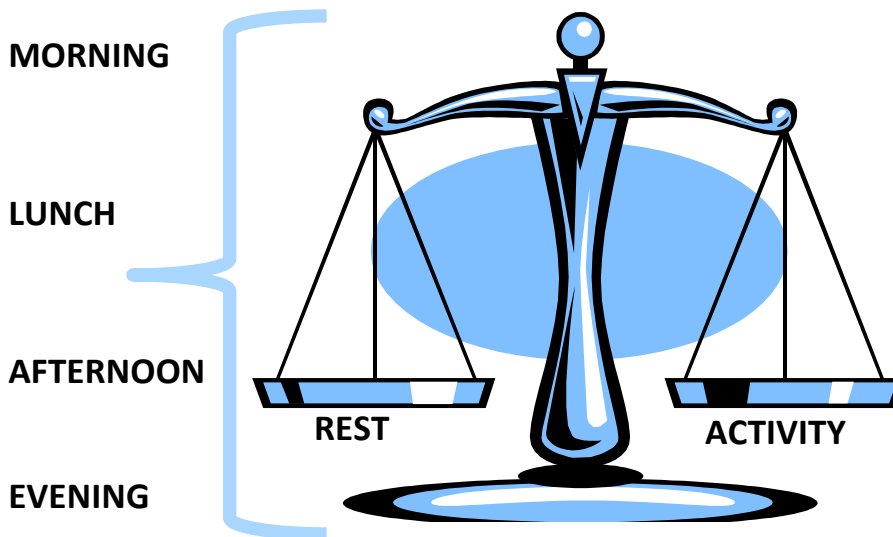
The two points rule: When doing an activity, if you feel an increase of 2 points on the pain or the fatigue scale, you should stop or slow down right away.



**These scales are to be used with
your activity pacing diary**

BALANCING REST AND ACTIVITY (HANDOUT 5)

Activity pacing is about managing your energy throughout your day. Your limited energy is the reason why you need to balance your activities and rest periods during your day.



ENERGY CONSERVATION SESSION 2

PLANNING AND MANAGING PRIORITIES: HANDOUTS

ENERGY BANK ACCOUNT (HANDOUT 6)

- 1. Energy units are like money in your bank account.**
- 2. You have a limited amount so you cannot buy everything you want. You need to budget!**
- 3. You can earn energy units by resting. It is like making a deposit into your bank account.**
- 4. If you overspend your energy by doing too many things, it is as if you are using money that you don't have. You will have to pay it back, with interest (interest = increase in pain and fatigue).**
- 5. You need to keep some energy in reserve in case you have unexpected demands. This is like putting some money aside for an emergency when you plan your finances.**
- 6. A healthy daily balance between activity and rest will keep you within your energy budget!**



EXERCISE: “MUST DO” AND “WANT TO DO”

(HANDOUT 7)

Instructions: Take 5-10 minutes to complete the two following lists.

1. Identify the activities that you think you must do during the next week.
2. Identify the activities that you would like to do during the next week.
3. Please rank the two columns on how important this activity is to you: high (H), medium (M), low (L)
4. Please indicate how much energy the activity will consume: high (H), medium (M), or low (L)

Must do during the week	Priority (H,M,L)	Energy (H,M,L)

EXERCISE: “MUST DO” AND “WANT TO DO”
(CONT'D)

Want to do during the week	Priority (H,M,L)	Energy (H,M,L)

HOW TO PLAN ACTIVITIES (HANDOUT 8)

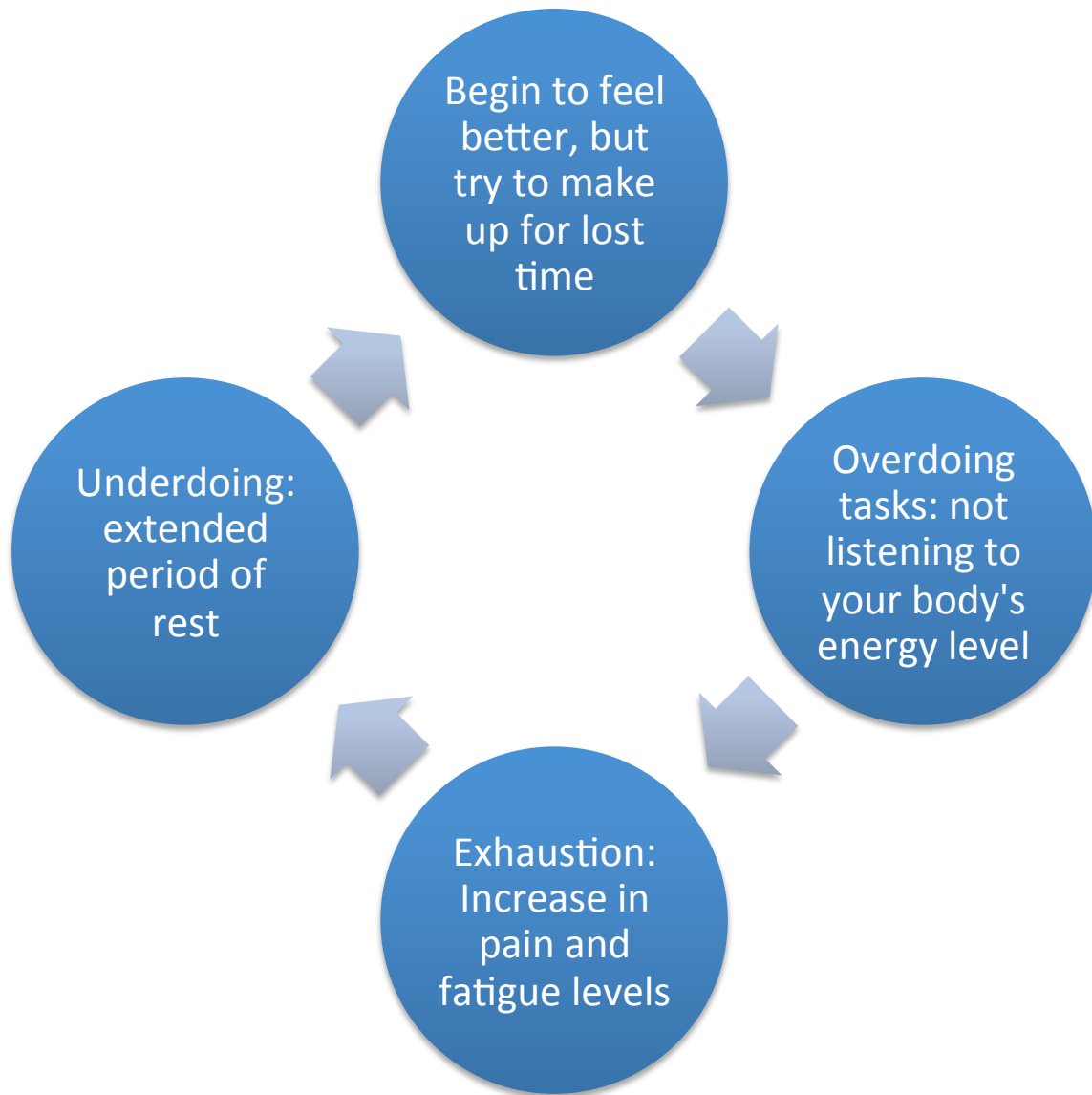
- 1. Priorities have to be preplanned**
- 2. Priority = a single activity**
- 3. Use the “Must do” and “Want to do” list to set your weekly priorities**
- 4. Rank their priority levels = high, medium, low**
- 5. Schedule a minimum of 1 “Want to do” and 2 “ Must do” activities per day**
- 6. Tips:**
 - **Pick a maximum of 3 high priorities per day (need to be done today)**
 - **Pick a maximum of 3 medium priorities per day (need to be done this week)**
 - **Pick a maximum of 3 low priorities per day (need to be done this month preferably)**
- 7. Assess how much energy each activity consumes: high, medium, low**
- 8. Pick a maximum of 1 high energy consuming activity per day. Add a preplanned rest to your schedule**

Don't forget to balance your activity with preplanned rest!

ENERGY CONSERVATION SESSION 3

RETHINKING HOW TO PACE: HANDOUTS

THE 'YO-YO' PATTERN (HANDOUT 9)



HOW TO REST (HANDOUT 10)

- Rest = deposit in your bank account
- Rest has to be restorative and pleasurable. There are many ways you can rest, make your own list!
- Rest is **not** physically or mentally demanding
- Rest is preplanned during your week to let your body recover from activities
- Rest can occur at any time. Add extra rest time to your daily schedule if you feel you need more. Listen to your body and its warning signs!

REST EXERCISE (HANDOUT 11)

Instructions: Take 5-10 minutes to complete ideas for pleasurable rest periods of different duration. You could keep this sheet as a resource when you want to preplan your rest periods in your daily schedule.

MY FAVORITE REST ACTIVITIES ARE...	Duration (min)

BREAKING TASKS INTO PIECES (HANDOUT 12)

- **One task = many small pieces**
- **Pieces have to be achievable within your energy limits.**
- **Every piece has to be preplanned and entered into your weekly schedule.**
- **Every piece requires a specific amount of energy (high, medium, low) that must be balanced with enough rest time.**

ENERGY CONSERVATION SESSION 4

ADDRESSING PACING CHALLENGES: HANDOUTS

SAVING ENERGY BY BEING ASSERTIVE (HANDOUT 13)

- **Do not succumb to pressure or demands from others. You can say NO.**
- **Before saying YES, ask yourself:**
 - **Is this activity one “I want” to do, or one “I must” do?**
 - **Am I willing to give up another activity for this one?**
 - **How energy consuming is this activity?**
 - **Do I have enough time to rest after?**
- **If you say YES, remember to:**
 - **Break the activity into pieces**
 - **Slow down or stop if needed**
 - **Ask for a long enough deadline**
- **Don’t be afraid to ask for help from others to conserve your energy.**
- **Communicate your needs to others to conserve your energy.**
- **Update others about your energy level when appropriate.**

ACTIVITY PACING PROBLEM SOLVING (HANDOUT 14)

- **Identification of the activity pacing problem:**
 - **Clarify the situation and put it into context**
- **What are the challenges that need to be solved for you to maintain your energy level?**
 - **When you are preplanning**
 - **When you are confronted by unexpected situations**
- **What are the possible pacing solutions?**
 - **Do not censor yourself**
 - **Use your imagination, be creative!**
- **What are the pros and cons of every solution?**
 - **Make a pros and cons column for each solution**
 - **Weigh the pros and cons of each solution**
- **Select specific pacing solutions:**
 - **Prioritize solutions that help you best conserve your energy**
 - **Solutions can also include abandoning a task**
- **Evaluate the results**
 - **If it is working, look at ways that it might be improved.**
 - **If it is not working, go back to your list and try another solution.**

ENERGY CONSERVATION SESSION 5

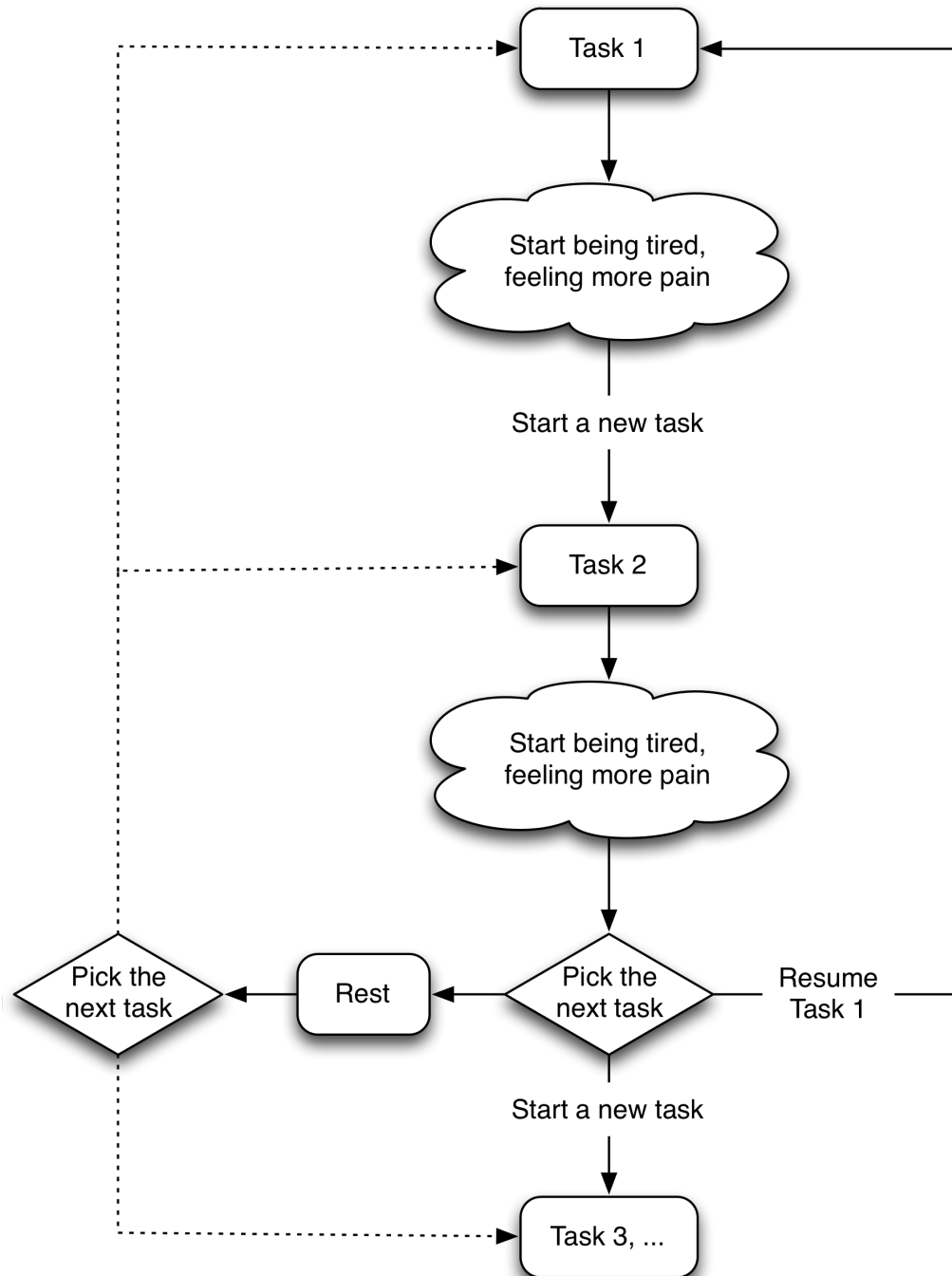
MODIFYING TASKS: HANDOUTS

SAVING ENERGY BY TASK-SWITCHING (HANDOUT 15)

- **Task-switching means changing from one task to another to avoid fatigue or pain from physical or mental exertion**
- **Listen to your body to know when to switch**
- **Stop the task that you are doing (even if it is incomplete) and switch to a different type of task that uses another part of your body or mind in order to maintain a healthy energy balance**
- **Task-switching will help you to achieve your preplanned daily objective without overdoing activities**
- **Don't forget that even though task-switching is helpful, your body also needs regular rest time during the day**

SAVING ENERGY BY TASK-SWITCHING CONT'D

(HANDOUT 15)



STOPPING OR SLOWING DOWN TO SAVE ENERGY

(HANDOUT 16)

- **Slow down or stop your activity to rest when you feel bodily warning signs**
- **Don't agree to short deadlines when you accept an activity request from someone. You need to be able to slow down or stop when necessary**
- **Slowing down or stopping will prevent you from overdoing by keeping your energy within your limits**

ABANDONING TASKS (HANDOUT 17)

- **It is acceptable to abandon tasks based on your limited energy: You have to let it go**
- **Abandon preplanned tasks and listen to your body when you are having a bad day**
- **Abandon some preplanned tasks when you agree to take on an unplanned demand**
- **Do not always choose to abandon your “Want to do” activities in favour of your “Must do” activities**
- **Abandon your low or medium priority tasks in favour of your high priority tasks**
- **Abandon high energy consuming tasks over low or medium consuming tasks**
- **You could abandon part of a task but keeping another part of it**

ENERGY CONSERVATION SESSION 6

SIMPLIFYING AND REASSESSING ACTIVITIES: HANDOUTS

REASSESSING ACTIVITIES (HANDOUT 18)

- **Pacing is about reducing your overall activity level to give you more time to rest and relax during your day**
- **It is important that you reassess whether some of your usual activities are really necessary**
- **Increasing the awareness of what you are doing will help you, and perhaps you will drop some activities that are unnecessary or unhelpful**
- **Reassessing can help you to choose more of your 'Want to do' instead of your 'Must do' activities**

TASK SIMPLIFICATION AND MODIFICATION

(HANDOUT 19)

- 1. Preplan and break your task into pieces**
- 2. Think about equipment, tools, materials, and information resources (Internet) that will help you to conserve your energy**
- 3. Prepare your work space or your environment to conserve your energy. Make sure you are as comfortable as possible**
- 4. Use your pacing skills to determine how you can simplify, modify or abandon some parts of the task**
- 5. Think about how you are going to clean up after the task**
- 6. Don't forget that sometimes you can also distribute the task throughout your week rather than doing it all at once, and that you need to preplan rest periods!**

ASSISTIVE DEVICES (HANDOUT 20)

- **There are various assistive devices available that can help conserve energy**
- **Assistive devices are used as a way to simplify or modify tasks which can make the activity easier to do**
- **Assistive devices can help with any activity of daily living.**
 - **Self-care (long handled sponge can help with washing)**
 - **Leisure (card holder can help conserve energy while playing cards)**
 - **Productivity (document holder by a computer can help conserve energy when typing from a paper document)**
- **By using an assistive device you can save more energy for the things that you want to do. Using built up handles on your mixing spoon and a bowl with a suction bottom can help conserve your energy and improve your tolerance for activity**

ENERGY CONSERVATION SESSION 7

USING PROPER BODY MECHANICS: HANDOUTS

SITTING (HANDOUT 21)

- Place feet flat on the floor with your knees bent at a 90° angle. Footrests can be a helpful to support feet.
- Chin in, earlobes over shoulders and hips – support natural curves of the spine
- Place buttocks at the back of the chair
- The lower back must be supported – try a lumbar support.
- Resting arms on armrests in a proper position allows the neck and shoulders to relax
- Avoid slouching or slumping while sitting

STANDING (HANDOUT 22)

- Wear good, low-heeled supportive shoes (i.e. runners)
- When standing, place feet shoulder-width apart (weight evenly spread over both feet)
- Keep head up and chin in with arms and shoulders relaxed
- While standing upright there should be an imaginary straight line that passes through the ears, shoulders, hips, knees and ankles.
- Abdominals should be tight and buttocks tucked in to help to maintain the lumbar curve of back
- Raise one foot on a stool, promoting tilting of the pelvis & minimizing excess curve of the lower back
- Avoid standing in one position for prolonged periods of time.

SLEEPING POSITIONS (HANDOUT 23)

- Sleep on a mattress that is not too firm or too soft.
- Avoid sleeping on your stomach, which twists your neck to extreme ranges of motion and causes the back to arch, placing stress on the spine.
- The side and back are the best positions for maintaining a neutral position
- Place a pillow between your knees (for side sleeping) or behind your knees (for back sleeping).
- Use a pillow that allows you to keep your head in alignment with the rest of your body

LIFTING AND CARRYING (HANDOUT 24)

- Bend at knees (not waist)
- Keep back straight
- Lift with leg muscles
- Hold objects close to body
- Use both arms to carry weight evenly
- Keep loads light
- Make several trips when carrying a load. Ask for help

AVOID OVERREACHING AND TWISTING

(HANDOUT 25)

- Move your body close to the object that you are trying to reach to avoid overreaching
- Avoid reaching far from your base of support
- Keep regularly used items within easy reach
- Avoid bending, twisting, and straining to reach
- Keep nose and toes in same direction
- Use a step stool if required

COMPUTER ERGONOMICS (HANDOUT 26)

- Monitor should be at eye level and directly in front of you.
- Keyboard should be positioned so that wrists are neutral - the mouse should be at the same level as the keyboard
- A lumbar roll or support should be used to provide lower back support.
- Feet need to be supported and placed flat on the floor (may need to use a footrest)
- Shoulders should be relaxed (not elevated). Forearms should also be relaxed alongside your body and elbows held at 90 degrees
- Use a document holder to avoid excessive neck flexion

APPLYING PROPER BODY MECHANICS TO

ACTIVITY STATIONS

(COMPUTER SET UP, SWEEPING THE FLOOR, PACKING BOXES, LAUNDRY, MEAL PREP)

(HANDOUT 27)

- What principles of proper body mechanics can be used?
- What straining postures are you able to avoid?
- What changes can you make (your technique/environment)?
- Are there any other principles of energy conservation that you could apply to these scenarios?
- Can you use any tools/devices?
- How can you conserve energy by applying proper body mechanics during these scenarios?

ENERGY CONSERVATION SESSION 8

REVISING GOALS AND STANDARDS: HANDOUTS

PRIORITIES AND STANDARDS (HANDOUT 28)

- **You need to reassess your priorities. Sometimes, out of habit, you may “automatically” set some activities as high priorities when they are not as important anymore considering your limited energy resources**
- **Your personal standards are linked to your activities and your priorities**
- **Your standards may need to be adjusted to give you more available energy to spend on more valuable activities**
- **Modifying standards and reassessing priorities will help you to preplan enough time to rest properly**

PREPLANING GOALS (HANDOUT 29)

- **You have to set goals to maintain a satisfying quality of life**
- **Goals could be:**
 - **Short-term: 2 weeks to 1 month**
 - **Medium-term: 1 month to 3 months**
 - **Long-term: 3 months to 1 year**
- **Goals are achievable if they are:**
 - **Preplanned**
 - **Broken into pieces**
 - **Respect your energy level**
 - **Use activity pacing strategies (problem solving, communication, switching, abandoning, slowing down, stopping, simplifying, modifying, reducing standards...)**

GOAL-SETTING EXERCISE (HANDOUT 30)

Instructions: Take 5-10 minutes to complete your short, medium and long-term goals list. Put a priority (high, medium, low) beside every goal.

	Priority
My short term goals are?	
My medium term goals are?	
My long term goals are?	

BALANCING YOUR WEEK IN A REALISTIC WAY

(HANDOUT 31)

- **Get to know your limits better and try to be aware of any gaps between what you consider an ideal week and what is a realistic week**
 - **It will help you to not overdo, underdo or get caught in a ‘yo-yo’ pattern of activity**
- **Balancing between ‘Must do’ and ‘Want to do’ activities will contribute to maintaining a satisfying quality of life, within your energy limits**
- **Preplanning in a realistic manner will help you to prevent or reduce pain and fatigue flare-ups**
- **Maintaining a realistic balance in your activity level can be challenging, but it will become easier when preplanning has become part of your lifestyle**

ENERGY CONSERVATION SESSION 9

MANAGING WORK, EXERCISE AND ENERGY CHANGES: HANDOUTS

MANAGING ENERGY CHANGES (HANDOUT 32)

- **By preplanning enough rest and by avoiding increases in pain and fatigue, your overall energy limits can expand as your body naturally recovers**
- **Reduction of your energy limits could also occur when you have a change in your physical or mental condition (e.g., viral illness, family stressor). That doesn't mean activity pacing isn't working. Your condition might have been even worse if you hadn't paced yourself! Try not to get discouraged – keep applying pacing strategies.**
- **Your energy limits are not static! They fluctuate on a daily basis. They can increase or decrease over longer periods of time (weeks, months, years). Regardless of these general variations, it is important that you respect your moment-to-moment energy limitations and that you add more rest time when you need it.**

MANAGING ACTIVITY PACING WHEN EXERCISING

(HANDOUT 33)

- **Exercising is good for health and can also be considered a leisure activity**
- **You need to rethink your exercise routine in order to better manage your energy level**
 - **Split your activity**
 - **Preplan breaks**
 - **Slowdown or stop if you feel pain or fatigue**
 - **Stretch before, during and after exercising**
 - **Preplan enough rest periods**
- **Reassess whether the exercises you are used to doing need to be changed to make them less demanding, given your energy resources**

MANAGING ACTIVITY PACING WHEN WORKING

(HANDOUT 34)

- **Tasks that are done routinely are predictable and therefore can be easily preplanned.**
- **Break your work tasks into pieces and distribute them throughout your week**
- **Set priorities and use your activity pacing strategies**
 - **Alternate between physical and mental tasks**
 - **Be assertive when you receive unreasonable demands from colleagues**
 - **Adapt your work station to make it more ergonomic**
 - **Use appropriate body positioning to save energy**
 - **Use all of the activity pacing problem-solving strategies that you can (i.e. resting, prioritizing, switching, slowing down)**
- **Preplan how you will rest during breaks at work. Use strategies such as these:**
 - **Find a quiet room to relax**
 - **Finish work later so you can take more breaks while you are working**
 - **Take 5 minutes to do deep breathing exercises or other relaxation techniques**
 - **Incorporate stretch breaks**

GROUP EXERCISE (HANDOUT 35)

- 1. Choose one participant from your team and ask this person to describe their work situation.**
- 2. Share and discuss how that person could use activity pacing strategies in their workplace.**
- 3. Try preplanning a one-day schedule that includes work time and rest periods.**
- 4. Write down the type of strategy that can be used to help pace each activity.**

Monday	Type of activity	Type of activity pacing strategy used	Type of rest (break)
AM			
8:00			
9:00			
10:00			
Lunch			
11:00			
12:00			
1:00			
2:00			
PM			
3:00			
4:00			
5:00			
6:00			

ENERGY CONSERVATION SESSION 10

MAINTAINING ACTIVITY PACING SKILLS: HANDOUTS

MANAGING SETBACKS (LAPSE AND RELAPSE) (HANDOUT 36)

- **Lapse** - a small “slip” or a brief interruption of your self-management plan. If a treatment lapse is caught early, it is fairly easy to “get back on track”.
- **Relapse** - a serious and prolonged interruption of your self-management plan. When this occurs, people often give up entirely.
- **Examples of a Lapse:**
 - Over-exerting chores by accepting demands from others so you are ‘too busy’ to listen to your body
 - Forgetting to pace yourself on a busy day or weekend
- **Examples of Relapse:**
 - Giving up preplanning your weekly activities and rest periods
 - Resuming your overexertion/crash pattern behaviour

ACTIVITY PACING STRATEGIES (HANDOUT 37)

Listening to your body: Being conscious of bodily warnings signs such as feeling tired, slight increases in pain etc. You can use the 2-points rule.

Preplanning: Involves planning your monthly, weekly and day-to-day schedule ahead of time in order to achieve a balance between activity and rest. Preplanning is necessary to achieve short, medium or long-term goals. Your activity pacing strategies will help you to preplan wisely and effectively. Remember that your plan can be modified (e.g., when you need more rest).

Priorities: Determine your “Must do” and “Want to do” tasks. “Wants” should be considered just as important of “Musts”. Assign a priority to every task (high, medium, low) and rate how much energy it is likely to consume (high, medium, low). Stick to the “*maximum of 3 priorities*” rule to help you to preplan. Sufficient rest should be your first priority!

Breaking tasks into pieces: Complex tasks should be broken into many pieces to make them achievable within your energy limits. Each piece should be preplanned and entered into your weekly schedule. Each piece requires a specific amount of energy that must be balanced with enough rest time.

Rest: Rest has to be restorative and pleasurable. It is important that you make sure that resting activities are not physically or mentally demanding. You should preplan time to rest every day. You can add more rest time when your body needs it.

Assertiveness: Resist accepting all of the request or demands made by others. Before saying yes to a demand, analyze the situation carefully. Don’t be afraid to ask for help from others, communicate your needs and tell them about your energy level. Doing these things will allow you to conserve your energy.

Problem solving: Identify the activity pacing problem and put it into context. What are the challenges that need to be solved so that you may maintain your energy level? Think about possible pacing solutions and assess the pros and cons of each and every solution. Select a specific pacing solution and evaluate the results. If it is not working, go back to problem-solving, identify another solution and try that one.

Switching: Task-switching means changing from one task to another to avoid fatigue or pain. Listen to your body to know when to switch. Stop the task (complete or not) and switch to a different type of task that uses another part of your body or your mind.

Stopping and slowing down: When you feel bodily warning signs, slow down or stop your activity to rest. Before starting or accepting a task, make sure that you will be able to slow down or stop when necessary.

Abandoning: Abandon preplanned tasks when you are having a bad day or when you agree to take on an unplanned request. Abandon your low and medium priorities and high energy consuming tasks first. You can decide to abandon part of a task but keep another part of it.

Reassessing: It is important that, from time to time, you reassess whether some of your usual activities are really necessary. Increasing your awareness of what you are doing will help you to drop activities that are unnecessary or unhelpful. Reassessing can help you to choose more of your 'Want to dos' instead of your 'Must dos'.

Simplification and modification: Simplification or modification implies thinking about equipment, tools, materials, and information resources (Internet) that are available and preparing your work space or your environment to conserve energy. Use your other pacing skills to determine how you can simplify or modify part of the task. Think about how you are going to clean up after the task has been completed.

Adjusting standards: Your personal standards are linked to your activities and your priorities and they may need to be adjusted to give you more energy for more valuable activities. Modifying standards and reassessing priorities will help you to preplan enough time to rest properly.

ENERGY CONSERVATION

THREE-MONTH BOOSTER: HANDOUTS

THREE-MONTH FOLLOW-UP/BOOSTER SESSION

QUESTIONS FORM (HANDOUT 38)

PART I

What is your average pain level over the past week? (0 = no pain and 10 = pain as bad as you can imagine)_____/10

What is your average fatigue level over the past week? (0 = no fatigue and 10 = fatigue as bad as you can imagine)_____/10

In the past 3 months, how many days per week on average have you used some form of activity pacing? ____/7 days per week

PART II

What is your most successful pacing situation?

What helped/What was the main strategy used?

What other strategies and tools did you find helpful in this situation?

What is your most challenging pacing situation?

What specific barriers did you experience?

How did you recover from setbacks? (lapses or relapses)/What helped?

ACTIVITY PACING STRATEGIES (HANDOUT 39)

Listening to your body: Being conscious of bodily warnings signs such as feeling tired, slight increases in pain etc. You can use the 2-points rule.

Preplanning: Involves planning your monthly, weekly and day-to-day schedule ahead of time in order to achieve a balance between activity and rest. Preplanning is necessary to achieve short, medium or long-term goals. Your activity pacing strategies will help you to preplan wisely and effectively. Remember that your plan can be modified (e.g., when you need more rest).

Priorities: Determine your “Must do” and “Want to do” tasks. “Wants” should be considered just as important of “Musts”. Assign a priority to every task (high, medium, low) and rate how much energy it is likely to consume (high, medium, low). Stick to the “*maximum of 3 priorities*” rule to help you to preplan. Sufficient rest should be your first priority!

Breaking tasks into pieces: Complex tasks should be broken into many pieces to make them achievable within your energy limits. Each piece should be preplanned and entered into your weekly schedule. Each piece requires a specific amount of energy that must be balanced with enough rest time.

Rest: Rest has to be restorative and pleasurable. It is important that you make sure that resting activities are not physically or mentally demanding. You should preplan time to rest every day. You can add more rest time when your body needs it.

Assertiveness: Resist accepting all of the request or demands made by others. Before saying yes to a demand, analyze the situation carefully. Don’t be afraid to ask for help from others, communicate your needs and tell them about your energy level. Doing these things will allow you to conserve your energy.

Problem solving: Identify the activity pacing problem and put it into context. What are the challenges that need to be solved so that you may maintain your energy level? Think about possible pacing solutions and assess the pros and cons of each and every solution. Select a specific pacing solution and evaluate the results. If it is not working, go back to problem-solving, identify another solution and try that one.

Switching: Task-switching means changing from one task to another to avoid fatigue or pain. Listen to your body to know when to switch. Stop the task (complete or not) and switch to a different type of task that uses another part of your body or your mind.

Stopping and slowing down: When you feel bodily warning signs, slow down or stop your activity to rest. Before starting or accepting a task, make sure that you will be able to slow down or stop when necessary.

Abandoning: Abandon preplanned tasks when you are having a bad day or when you agree to take on an unplanned request. Abandon your low and medium priorities and high energy consuming tasks first. You can decide to abandon part of a task but keep another part of it.

Reassessing: It is important that, from time to time, you reassess whether some of your usual activities are really necessary. Increasing your awareness of what you are doing will help you to drop activities that are unnecessary or unhelpful. Reassessing can help you to choose more of your 'Want to dos' instead of your 'Must dos'.

Simplification and modification: Simplification or modification implies thinking about equipment, tools, materials, and information resources (Internet) that are available and preparing your work space or your environment to conserve energy. Use your other pacing skills to determine how you can simplify or modify part of the task. Think about how you are going to clean up after the task has been completed.

Adjusting standards: Your personal standards are linked to your activities and your priorities and they may need to be adjusted to give you more energy for more valuable activities. Modifying standards and reassessing priorities will help you to preplan enough time to rest properly.

ENERGY CONSERVATION

SIX-MONTH BOOSTER: HANDOUTS

SIX-MONTH FOLLOW-UP/BOOSTER SESSION

QUESTIONS FORM (HANDOUT 40)

What is your average pain level over the past week? (0 = no pain and 10 = pain as bad as you can imagine)_____/10

What is your average fatigue level over the past week? (0 = no fatigue and 10 = fatigue as bad as you can imagine)_____/10

In the past 6 months how many days per week on average have you used some form of activity pacing strategy? _____/7 days per week

ACTIVITY PACING STRATEGIES (HANDOUT 41)

Listening to your body: Being conscious of bodily warnings signs such as feeling tired, slight increases in pain etc. You can use the 2-points rule.

Preplanning: Involves planning your monthly, weekly and day-to-day schedule ahead of time in order to achieve a balance between activity and rest. Preplanning is necessary to achieve short, medium or long-term goals. Your activity pacing strategies will help you to preplan wisely and effectively. Remember that your plan can be modified (e.g., when you need more rest).

Priorities: Determine your “Must do” and “Want to do” tasks. “Wants” should be considered just as important of “Musts”. Assign a priority to every task (high, medium, low) and rate how much energy it is likely to consume (high, medium, low). Stick to the “*maximum of 3 priorities*” rule to help you to preplan. Sufficient rest should be your first priority!

Breaking tasks into pieces: Complex tasks should be broken into many pieces to make them achievable within your energy limits. Each piece should be preplanned and entered into your weekly schedule. Each piece requires a specific amount of energy that must be balanced with enough rest time.

Rest: Rest has to be restorative and pleasurable. It is important that you make sure that resting activities are not physically or mentally demanding. You should preplan time to rest every day. You can add more rest time when your body needs it.

Assertiveness: Resist accepting all of the request or demands made by others. Before saying yes to a demand, analyze the situation carefully. Don’t be afraid to ask for help from others, communicate your needs and tell them about your energy level. Doing these things will allow you to conserve your energy.

Problem solving: Identify the activity pacing problem and put it into context. What are the challenges that need to be solved so that you may maintain your energy level? Think about possible pacing solutions and assess the pros and cons of each and every solution. Select a specific pacing solution and evaluate the results. If it is not working, go back to problem-solving, identify another solution and try that one.

Switching: Task-switching means changing from one task to another to avoid fatigue or pain. Listen to your body to know when to switch. Stop the task (complete or not) and switch to a different type of task that uses another part of your body or your mind.

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