



Energy Conservation

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The 4 P's of Energy Conservation

Prioritize

#1 What is important?

Decide: What are you able to do based on how you currently feel?

Break daily activities into:

- *Urgent*: Must be done today.
- *Important*: Must be done in the next few days.
- *For later*: Must be done this week/month.
- *Don't need to/can't do*: Can it wait until a 'good' day?
- *Help needed*: Can someone do it for you?

Pace

#3 How are you going to do it?

- Take breaks *before* you feel unwell.
- Alternate thinking and doing tasks (e.g., banking vs. dishes)
- Give yourself extra time to complete tasks.
- Complete tasks over stages (you don't have to finish everything all at once).
- Plan tasks throughout the day and week so you aren't doing too much at one time.

Plan

#2 What are you going to do?

- Organize what you need to do.
- Do tasks that use more energy at times in the day when you feel best.
- Schedule rest breaks into your day.
- Planning saves mental energy and helps you avoid trying to remember what to do and when to do it during the day.
- Use an agenda to put your plan on paper and save mental energy.

Position

#4 Where are you going to do it?

- Noisy, busy and distracting environments make it hard to concentrate and use up more energy.
- Minimize visual stimulation (i.e., at a restaurant choose a seat facing the wall)
- Think about your environment and how you stand/sit in it. Standing uses more energy, try to sit when possible.
- Your environment can make a difference in how you feel. Keeping it tidy and free of distractions saves energy.
- Minimize distractions when you need to do focused work (i.e., turn off cell phone notifications).