

Principles of energy conservation

Pacing

- Don't cram your day – spread your tasks throughout the day and throughout the week if you can.
- Allow yourself regular rest breaks, and lie down if you need to.
- Stop before you become overtired.
- Adjust your list of things to do if you need to.
- Do half today and half tomorrow.
- Alternate active tasks such as shopping and cleaning with quiet tasks such as reading the post.
- Avoid rushing.

Prioritising

- Question whether everything needs to be done today – can some tasks wait until tomorrow?
- Question whether you actually need to do something – is it necessary?
- Check whether you can get someone to help you.
- Don't commit yourself to things that are unmanageable.
- Set yourself realistic and achievable goals.
- Aim to complete the activities which are most important and satisfying to you.

Planning

- Choose the best time of day for the activity.
- Make a list or keep a diary.
- Break a job down into stages and work out what is needed for the job. Sometimes doing things a little and often can be more effective than trying to do a task in one go.
- Think through each task – what are the basic activities involved? For example – will you be sitting, standing or walking.
- Plan ahead, organise tasks and distribute heavier activities throughout the week. Balance heavy activities (such as heavy shopping, gardening, and washing windows) with light activities (such as dusting, light weeding, buying a few items from a shop).
- Organise the timing of activities to avoid unnecessary trips, for example limit the need to go up and down stairs.