**Program Administrator Guide**

Everything below is only a suggestion to help you on your way. This guide is being delivered in a Word document and set unprotected to allow you to adapt and build the guide to your own personal preferences.

**Step One – Finding Members**

The first step to setting up a group is finding the right people. Ideally, you will find four to ten people to join your group for the program. Any less than four and it can be challenging to create a cross-pollination of ideas, and any more than ten and the group can become hard to manage. Do your best to find a group of people who are not just talkers but really want to achieve Peak Energy and encourage others to do the same.

**Step Two – Set Up Meetings**

Set up a time for the weekly meeting that has a high probability of being attended. When you have this established, find a place to meet. This can be an empty conference room, a ZOOM event, a park, or any place where you can consistently meet and have a safe environment. Once this is established, get the meeting on everyone’s calendar with a digital meeting invite.

**Step Three – Send Out Workbooks and Assignments for Week One**

As soon as you have the members confirmed for the program, send out the Peak Energy Workbook to the group. This will give everyone a simple overview of the program to come. Send out the first assignment when you have the first meeting date. Use a simple email format or text, for example:

Good afternoon, Peak Energy people!

Our first group meeting will be on Friday at 2 pm. I am so excited to embark on this journey with you. To prepare, please complete Modules One and Two from the Peak Energy program.

We generally start the first meeting with a brief introduction of everyone. Please take a moment to think about how you would like to introduce yourself, what you would like to get from this program, and one thing you did this week that you are proud of.

Looking forward to seeing you soon!

Program Administrator.

**Step Four - Running the Peak Energy Program**

**Week One Meeting Agenda Sample**

Introduce yourself and welcome everyone.

Go around the group, asking each member to introduce themselves and share a win from the week they are proud of. This can be anything personal or professional, just something they did that made them feel proud of themselves.

Module One and Two discussion question suggestions:

*None are mandatory. This is your program to adapt and evolve as you wish.*

* How did you feel about the concept that you are unique and that you need to research and test what works for you?
* Have you tried energy or wellness suggestions before that didn’t work for you?
* Do you feel like you can commit to the Behavior Studies and share your insights with the group?

Announce the Behavior Study format to the group, for example:

“Tomorrow morning, I will send the group a text with the first Behavior Study. As you complete your studies, please take a moment to text the group any insights you have. As we share our experience, we can collaborate and learn with each other.”

Dismiss the group.

**Week One Behavior Study One**

Sample assignment text/email:

Good morning, Peak Energy people. Today’s Behavior Study is to:

* Get your Energy Tokens and share a picture of what you chose with the group
* Set a timer for the cadence you want to evaluate energy at (30-90 minutes)
* Watch for any people or events that give or take your energy

I am excited to hear about what you find!

**Week One Behavior Study Two**

Sample assignment text/email:

Good morning, Peak Energy people. Today’s Behavior Study is to:

* Pay attention to how people affect your energy levels
* Find people who recharge and energize you
* Take note of who drains your energy

I am excited to hear about what you find! If you find people mainly recharging, you are an extrovert, someone who drains energy from others. If you find people predominantly draining, then you are an introvert; you recharge alone, and extroverts recharge off of you.

**Week One Behavior Study Three**

Sample assignment text/email:

* Pay attention to how technology affects your energy levels
* Find technology that recharges you, whether apps, podcasts, videos, etc.
* Find ways to minimize the impact of technology that drains you

Please share your insights with us throughout the day.

**Send out the assignment to Review Module Three the day before your second meeting.**

**Week Two Meeting Agenda Sample**

*The first 40 minutes are for reviewing last week's Behavioral Studies; the remaining 20 minutes are for discussing this week's lesson.*

Welcome everyone.

Go around the group, asking each member to share a win from the week they are proud of.

Module One and Two discussion Behavioral Study review questions:

*None are mandatory. This is your program to adapt and evolve as you wish.*

* With Behavior Studies One and Two, what did you notice about people and the way they affect your energy? Could you use this information to increase your energy levels this week?
* With Behavior Study Three, what did you notice about technology and the way it affects your energy? Could you use this information to increase your energy levels this week?

Module Three discussion question suggestions:

*None are mandatory. This is your program to adapt and evolve as you wish.*

* How did you feel about the concept of purpose in the moment?
* Did you have any people come to mind when you looked at the finding purpose in the moment process?
* How do you feel about living a life guided by purpose and values?

**Week Two Behavior Study One**

Sample assignment text/email:

Today's Behavior Study is one of the biggest ones in the program, to complete the Purpose in the Moment three-step process. Please share some of the values you come up with and how they connect to you personally and affect your energy levels.

**Week Two Behavior Study Two**

Sample assignment text/email:

After practicing the Purpose in the Moment exercise, how do you feel about the values you chose? Take some time today to look at these critically and use your intuition to edit them. If there are any insights you have in the editing process, please share them with us.

**Send out the assignment to Review Module Four the day before your third meeting.**

**Week Three Meeting Agenda Sample**

*The first 40 minutes are for reviewing last week's Behavioral Studies; the remaining 20 minutes are for discussing this week's lesson.*

Welcome everyone.

Go around the group, asking each member to share a win from the week they are proud of.

Module Three discussion Behavioral Study review questions:

*None are mandatory. This is your program to adapt and evolve as you wish*.

* With Behavior Study One, what values did you identify in the process?
* Did you feel changes in your energy levels as you aligned your Purpose in the Moment with these values?
* Do you have any insights you would like to share with us from the end-of-week review of the values study?

Module Four discussion question suggestions:

*None are mandatory. This is your program to adapt and evolve as you wish.*

* How did you feel about the idea that many people are stuck in a rut with their feelings?
* Have you ever thought about using a process to narrow down how you are feeling before?
* Do you have any thoughts on the process of using our feelings to release the type of energy we need during the day?

**Week Three Behavior Study One**

Sample assignment text/email:

Download the Feelings Wheel, and set a timer to evaluate your feelings every 30-90 minutes. Endeavor to be as specific as possible using the wheel as a guide.

**Week Three Behavior Study Two**

Sample assignment text/email:

Using the Feelings Wheel as a guide, work to intensify “positive” feelings. Remember you can’t change your feelings, but you can adjust their intensity to build energy.

**Week Three Behavior Study Three**

Sample assignment text/email:

Using the Feelings Wheel as guide, work to intensify “negative” feelings. Remember you can’t change your feelings, but you can adjust their intensity to build energy.

**Week Three Behavior Study Four**

Sample assignment text/email:

Using the Feelings Wheel as guide, work to decrease the intensity of “negative” feelings. Remember, you can’t change your feelings, but you can lower their intensity when needed.

**Send out the assignment to Review Module Five the day before your fourth meeting.**

**Week Four Meeting Agenda Sample**

*The first 40 minutes are for reviewing last week's Behavioral Studies; the remaining 20 minutes are for discussing this week's lesson.*

Welcome everyone.

Go around the group, asking each member to share a win from the week they are proud of.

Module Four discussion Behavioral Study review questions:

*None are mandatory. This is your program to adapt and evolve as you wish.*

* With Behavior Study One, did you find any new words to describe your feelings?
* How was your experience strengthening feelings, either “positive” or “negative?”
* How was your experience diminishing the power of “negative” feelings?

Module Five discussion question suggestions:

*None are mandatory. This is your program to adapt and evolve as you wish.*

* Were any of you competitive athletes? If yes, what was your go-to fuel for energy and recovery?
* Do you plan your meals or do a food journal?
* Is anyone on a Keto diet? If so, in the Behavioral Study replace fats for carbs in your tests, and share what your unique experience is with us.

**Week Four Behavior Study One**

Sample assignment text/email:

Today’s study is about finding foods for quick energy you can eat on the run. Share pictures of anything great you find with the group.

**Week Four Behavior Study Two**

Sample assignment text/email:

Today’s study is about finding foods with complex food energy to energize you for long periods. Share pictures of anything great you find with the group.

**Week Four Behavior Study Three**

Sample assignment text/email:

Today’s study is about finding high protein foods to fuel your body’s recovery through the night. Share pictures of anything great you find with the group.

**Week Four Behavior Study Four**

Sample assignment text/email:

Today’s study is optional and about timing your hydration and caffeine to energize you for Peak Performance. Share pictures of anything great you find for either caffeine energy or hydration with the group.

**Send out the assignment to Review Module Six the day before your fifth meeting.**

**Week Five Meeting Agenda Sample**

*The first 40 minutes are for reviewing last week's Behavioral Studies; the remaining 20 minutes are for discussing this week's lesson.*

Welcome everyone.

Go around the group, asking each member to share a win from the week they are proud of.

Module Five discussion Behavioral Study review questions:

*None are mandatory. This is your program to adapt and evolve as you wish.*

* What healthy foods did you find for short-term energy?
* Were you able to plan some complex energy meals into your schedule? What challenges did you find with your food timing?
* How did your protein for recovery experiment go? Some find this makes no difference, and others find it game-changing.
* Did anyone look into sodium and potassium recovery drinks? Did you notice a difference in your energy levels?

Module Six discussion question suggestions:

*None are mandatory. This is your program to adapt and evolve as you wish.*

* Were any of you surprised by how effective exercise is for mental health?
* What implications in your life does the concept of the brain shutting down and building anxiety when you sit too long have for you?

**Week Five Behavior Study One**

Sample assignment text/email:

Today’s study is about finding exercises that you can fit into your day to keep your mind and body from shutting down. Take a moment with Google and YouTube to find a few exercises you can fit into your day to keep moving. When you get them, take a moment to share your ideas with us.

**Week Five Behavior Study Two**

Sample assignment text/email:

Today’s study is about getting the feel for a 10,000 step day! See how many steps you can take by the day's end. Share with us how your body and mind respond to this activity.

**Week Five Behavior Study Three**

Sample assignment text/email:

Today’s study is about releasing your inner beast to recover from a triggering event. When you feel upset or triggered, find a way to push yourself in a burst of exertion to recover. Take the stairs, do push-ups to failure, run a hill, do something intense!

**Send out the assignment to Review Module Seven the day before your sixth meeting.**

**Week Six Meeting Agenda Sample**

*The first 40 minutes are for reviewing last week's Behavioral Studies; the remaining 20 minutes are for discussing this week's lesson.*

Welcome everyone.

Go around the group, asking each member to share a win from the week they are proud of.

Module Six discussion Behavioral Study review questions:

*None are mandatory. This is your program to adapt and evolve as you wish.*

* What exercises did you use to get moving during the week?
* Were you able to plan a 10,000 step day? Was this hard to fit into your schedule?
* Were you able to use exercise to recover from anxiety or stress? If so, what was your experience?

Module Seven discussion question suggestions:

*None are mandatory. This is your program to adapt and evolve as you wish.*

* Were you familiar with the two thinking systems mentioned in the module?
* What implications in your life does the concept of most of humanity being on autopilot and unable to process new information have?
* What do you feel will be the impact on your life when you can access your deep thinking more consistently?

**Week Six Behavior Study One**

Sample assignment text/email:

Today’s study is about learning to tell which thinking system you use throughout the day. Practice trying to understand whether you are thinking deeply or not… the human EGO loves to believe it is thinking deeply when it isn’t, so be careful to follow the clues.

**Week Six Behavior Study Two**

Sample assignment text/email:

Today’s study is about getting a feel for deep thinking by letting go of labels and visualizing what people are saying to you. If you can’t visualize and are labeling situations, you are most likely on autopilot.

**Week Six Behavior Study Three**

Sample assignment text/email:

Today’s study is to look at what breaks you away from deep thinking. Using the Six Aspects Wheel of Purpose, Thinking, Feelings, Environment, Physical State, and Moving, survey your system to see what impacts your thinking ability.

**Send out the assignment to Review Module Eight the day before your seventh meeting.**

**Week Seven Meeting Agenda Sample**

*The first 40 minutes are for reviewing last week's Behavioral Studies; the remaining 20 minutes are for discussing this week's lesson.*

Welcome everyone.

Go around the group, asking each member to share a win from the week they are proud of.

Module Seven discussion Behavioral Study review questions:

*None are mandatory. This is your program to adapt and evolve as you wish*.

* What did you find when you started to pay attention to your thinking systems? Did you start to see the people around you on autopilot?
* How was the labeling and visualizing experience? Were you able to connect more deeply with the people you interacted with?
* Which of the Six Aspects of Energy affected your thinking the most?

Module Eight discussion points:

*None are mandatory. This is your program to adapt and evolve as you wish.*

* What are the next steps for the group?
* Would members like to help further the research by sharing on social media?
* Would anyone like to become a program administrator or continue on to certify as a coach?

**Step Five – Community Wisdom**

The final step in the program is to share your insights with humanity; this is perhaps the most important part of the program! The final assignment is for each student to share their greatest insights and breakthroughs with the group. Once you have these, it would mean the world to us and to our community if you could email these to [dfriesen@summitgiving.com](mailto:dfriesen@summitgiving.com). This will be used to create new programs, refine others, and work towards the goal of offering humanity the most effective wellness program ever produced free of charge!

Thank you for the care for humanity you demonstrated by helping to administer this program and assist your group to new levels of wellness.