



# RECHARGE

*in* 5 Minutes a Day

A 21-Day Guide in *self-care*

by MELANIE  
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*For John, Finnegan and Charleigh*  
*Your love inspires me daily to live my best life.*

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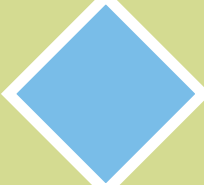
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## *Welcome* to Recharge in 5 Minutes a Day: A 21-Day Guide in Self-care.

Today you will begin your commitment to yourself. Over the next 21 days, you will take consistent daily steps to practice self-care. It is important to remember this is a practice. Each day you will have an opportunity to start anew and adjust as needed.

Let us agree to a few things...

- Leave judgment at the door and move forward each day with curiosity.
- Show yourself compassion. This program is about progress not perfection.
- Leave the blame game behind. You are responsible for your life and your happiness. Put on your big girl pants and make it happen.

This guide is intended to be visited each day for 21 days. I recommend you start your day by reading the inspirational quote and the tip of the day. Then at the end of the day, just before bed, read the evening reflection. Use the space after the evening reflection to respond to those thoughts or consider using a journal or notebook.

Wishing you 21 days of bliss,

*Melanie*

*Always keep your mind as bright and clear as the vast sky,  
the great ocean, and the highest peak, empty of all thoughts.  
Always keep your body filled with light and heat. Fill yourself  
with power of wisdom and enlightenment.*

*- Morihei Ueshiba*

When our mind is over cluttered with all the thoughts of what we need to do, what we should do and what is left to do, we struggle to think clearly and quickly. It is important to let these thoughts leave our mind, so we can focus and be present.

Sure, it sounds simple, but how does one quiet an overactive mind?

One simple way is to purge all our thoughts on paper. And that's just what you'll do today. You can use this tool daily or just when you feel overwhelmed.

In a journal, on scrap paper or even on your computer, begin to list every thought that comes to your mind. You may want to let go of your to-do list, or purge your head of fears that have been controlling your mind, or release dreams that you have yet to achieve.

Need a little help? Answer these questions:

What do I need to do today, this week, this month, this year?

What am I worried about?

What would I really love?

What has me stressed?


What else?

When you think you are complete, ask yourself one more time, what else?

With everything on the paper, you can circle the things that need your attention today and let go of the items that are out of your control.

## *Evening Reflection*

In a journal, reflect on your day. What went well? How did you feel after this morning's exercise? Did you complete the exercise? If not, what kept you from it?





*Taking time to do nothing often brings  
everything into perspective.*

- Doe Zantamata

Would you like more time? Wouldn't we all? But there are only 24 hours in a day. Some people are able to accomplish so much in a day, such as Oprah and the President, yet others struggle to complete a few tasks.

Since time is so valuable, don't you think you should use it wisely, filling your day doing things that you truly enjoy?

Today you will take time to review your calendar and all the commitments you have set. Because you would like more time, the simplest way to have more is to begin to say no to obligations you do not really want to fulfill. Re-evaluate your current engagements. Then decline or back out of any commitments you really do not want to do.

Canceling the engagements may be difficult for you. When you reach out to decline, you will want to be classy and professional. Simply apologize but don't make excuses or lies. Just be honest – stating that something else needs your attention at this time. Let go of all the shoulds, have tos and guilt that come with doing things for others out of obligation rather than true desire.

### *Evening Reflection*

In a journal, reflect on your day. Take time to think about what you will do with your newfound time. Use this prompt: What I would really love is...

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*Time and good friends are two things that become more valuable the older you get.*

- Anonymous

Have you ever noticed how excited girlfriends are to see each other. It is usually expressed with a big hug, a squeal, and an “It’s been too long.” Then, when they are saying goodbye, one woman always says, “Let’s do this again soon.”

Sound familiar?

While it may be hard to coordinate calendars and get face-to-face with a girlfriend, we really cannot make a good excuse for why we have not connected over the phone, especially considering the amount of time we all spend staring at our iPhones daily.

Call a girlfriend. Consider sending a text earlier in the day to see what time might be best for her. Then give her a call. And to kick it up a notch – your assignment is to keep it positive. No complaining or gossiping allowed. This may be harder than you think but will make the best of your time together to catch up on what is going well for each other and what you are working on or looking forward to.

### *Evening Reflection*

As you prepare for bed, consider turning off your email, Smartphone, social media and TV for at least 30 minutes. Allow yourself time to disconnect and relax. In your journal reflect on the day. What did you enjoy most about connecting with your friend? Did you find the conversation filling or draining?

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*Because I take care of myself first, I can take care of others even better.*

- Anonymous

Does your morning routine seem rushed and chaotic? Are you jumping out of bed, rushing through your morning routine, and then running out the door anxious to start your day?

Throughout this program, you will learn simple ways to bring calm and ease into your morning routine to ensure you have set the tone for the day.

Our body is hard at work each and every second of the day to keep us alive and thriving. Most of us put our bodies through the ringer, testing its limits.

Today you will take 5 minutes to show love and affection to your body. Before you take your shower, gently exfoliate and massage your skin with a technique called dry brushing. If you do not have a dry brush, you can use a warm washcloth. If you want to add this practice to your daily routine and purchase a dry brush or you just want to see a picture of one, simply Google “dry brush” to find a site.

Dry brushing is one of the healthier self-care methods available to us today. Stimulation of the skin sets in motion natural healing pathways within your body.

### The Dry Brushing Process

*Begin with your feet, making soft strokes on the bottom of one foot, then the top, and then switch to the other foot, always pulling the strokes toward the heart.*

*Then work each leg, one at a time, starting with the back of the leg up to the buttock. Again with long, gentle strokes toward the heart. Then move to the front of the leg and repeat on the other leg. Avoid sensitive areas, such as the inner thigh or irritated skin.*

*Once you have massaged the lower half of the body, shift to the arms, starting with the fingertips and hands, moving up the arm – palm, back of hand, forearm, bicep, and shoulder. Then switch arms.*

*Next, you will brush your back with long, gentle strokes up the back toward the heart. After exfoliating the back, begin with the lower abdomen and move up the chest, avoiding sensitive areas.*

*Once you have brushed your entire body, rinse off and shower as normal.*

*If you plan to use a warm washcloth, follow the same steps. Begin with a warm cloth and occasionally run it under warm water throughout the process.*

*During the process, appreciate your body and all that it does for you daily so you may live and be.*

*Evening Reflection*

In a journal write about what went well today, what you noticed about yourself, and how it felt to show love for your body. Also, consider becoming curious about your relationship with your body. What do you love about your body? How do you take care of your body? What would you like to do differently moving forward?

A large light blue rounded rectangle containing 20 horizontal lines for journaling.

*Look deep into nature, and then you will understand everything better.*

- Albert Einstein

Today you are going to spend time in nature. Whether you live in an urban environment or the country, you can take time to enjoy the beauty of nature that is all around us. From the vast blue sky to the smallest little ants – Mother Nature is proof that miracles are happening all around us each and every moment of the day.

The trouble is most of us are moving way too fast to notice. I am not sure when we lose our appreciation for the simple things in life, but my son reminds me daily to slow down. He enthusiastically points out the beauty of nature everywhere he goes.

Take a walk outside, slow down, sit and enjoy nature. Rain or shine – enjoy the scenery. Leave your phone behind – you will only be gone for 5 minutes. Take this time to allow yourself peace and quiet and no interruptions.

### *Evening Reflection*

Try to think back to your earliest memory of spending time in nature. How old were you and what was your favorite activity? How long could you spend outside discovering what nature had to offer? Can you remember how you felt?

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*Meditation gives you an opportunity to come to know your invisible self. It allows you to empty yourself of the endless hyperactivity of your mind, and to attain calmness. It teaches you to be peaceful, to remove stress, to receive answers where confusion previously reigned.*

*- Dr. Wayne*

Meditation has become part of popular culture. While it has been practiced for thousands of years around the world, mainstream America is just now beginning to give it a try.

If you have never meditated before, do not worry, you will do just fine. I first learned to meditate in a 6-week program at the University of Pennsylvania. Although I came to realize that their style of meditation did not work for me, I did not give up. I just moved on to a new teacher, someone who understood my challenges – stress, overactive mind, and the inability to sit still for even a moment.

With a little time, patience and compassion, I quickly developed my own practice.

Today you will try this simple breathing exercise and meditate. You can do it anywhere.

*Set a timer on your phone for 2, 3, 5 or 10 minutes. It's your choice. If it is your first time, start with 2 minutes.*

*Find a quiet space. Sit comfortably on the floor or in a chair.*

*Close your eyes and breathe in and out.*

*Your mind will wander to thoughts of the day or what is to come.*

*Invite your mind back to your breath – centering on your inhalation and exhalation.*

*Feel your chest expand and contract.*

*Feel the air flow in and out of your nose.*

*Center on the present.*

*Continue to focus on your breath.*

*Inhale and exhale.*

*Continue to focus on your breath. Allow your mind to wander but invite it back to your breath.*

*When you are ready, open your eyes.*

*You may have the desire to journal after this relaxing meditation. Write whatever comes to mind.*

*Evening Reflection*

In a journal, reflect on your day. What went well? How did you feel after this morning's exercise? Did you complete the exercise? If not, what kept you from it?

Lined area for journaling reflection.

*The flower doesn't dream of the bee.  
It blossoms and the bee comes.*

- Mark Nepo

Ever notice how happy flowers make us? They can truly make someone's day. We all know this, yet we do not treat ourselves to flowers. Rather, we often wait to receive them.

What are you waiting for? Go out today and treat yourself to fresh-cut flowers or even a new plant. If you have access to a beautiful garden, then cut and arrange a bouquet to display in your home or your office.

If you feel moved to do so, give flowers to someone in your life or a complete stranger. Notice how special this simple gesture will make them feel.

### *Evening Reflection*

Just as you may be waiting for someone to buy you flowers, what else are you waiting for? Are you waiting for permission? Are you waiting for the "perfect" opportunity? What are you waiting for that you could take action on today?

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*Everybody is talented because everybody who  
is human has something to express.*

- Brenda Ueland

Express yourself through art.

If you ask most adults what their hobby is, they struggle to give you a response. Most of us spend our free time watching TV, surfing the web or playing a game on our iPad. While you may think this is relaxing, it truly is not. Because the screen has a stimulating effect, it only leaves you more drained and stressed.

Today you are going to reconnect with an old hobby or choose a new one. Dig out the paints or crafting projects. Dust off the instrument. Or pull out a pen and paper. Express yourself through art, music, or movement.

Write. Dance. Paint. Craft. Play. Sing. Build. Cook. Create.

Let your imagination go wild.

If you do not have the supplies you need, commit today to placing an order or picking up the supplies. Also, consider what you can do with what you have in your home today. Remember, no excuses. Show up for yourself.

### *Evening Reflection*

Take time to meditate before bed. Use the simple steps provided on Day 7. Then, journal what comes to mind.

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*Taking care of you is the best way to take care of others.*

- ChaChanna Simpson

Walk into the beauty department of any store, and you will find a simple at-home spa treatment for minimal cost. Even better, you can find healthy and economical spa treatments in your own pantry. Whether you desire a sugar scrub, facial mask or hair treatment, you do not need to pay the pricey spa ticket – you can do it at home at your convenience and on your budget.

Give one of these treatments a try.

### The Classic Olive Oil Hair Treatment

(Source: [collegefashion.net](http://collegefashion.net))

**Ingredients:**

About ½ cup of organic extra virgin olive oil

Warm the olive oil for about 30 seconds in the microwave. Make sure it is not too hot before applying it to your hair. Apply the warm oil to dry hair. Start with the ends of your hair and apply towards the scalp. Wrap your hair with a warm towel (tumble in dryer for a minute), and let your hair soak for 15 minutes. Shampoo your hair to remove the oil. A couple of washes may be needed. Rinse but do not condition.

### Organic Blueberry Facial Mask

(Source: [TLC.com](http://TLC.com))

**Ingredients:**

1/4 cup local organic blueberries

1 tbsp raw organic honey

1 tbsp organic olive oil

Blend ingredients in blender.

Apply evenly on face. Leave mask on for 5-7 minutes. Remove with a damp cloth.

### Lemon & Brown Sugar Body Scrub

(Source: [collegefashion.net](http://collegefashion.net))

**Ingredients:**

1/2 cup coarse brown sugar

1 tbsp of honey

a drop of extra virgin olive oil

1/4 tbsp fresh lemon juice

Smooth over body and then rinse off.

### *Evening Reflection*

Spend time writing in your journal. How did it feel to nourish and care for your body today? What did you enjoy about the process and what would you do differently in the future?



*Slow down and everything you are chasing will come around and catch you.*

- John DePaola

The mantra of the day is “Slow down – there is enough time to accomplish all I need to do today”.

I neglect my own needs most when I am moving too fast and sprinting through my day. Interestingly enough, I do not necessarily accomplish more on days that I rush through. I could almost argue that I accomplish less because I am not present with the task at hand. I am too busy thinking about what comes next that I end up making mistakes or I am forgetful.

Throughout the day repeat the mantra. You may even consider setting an alarm to ring once an hour reminding you to repeat the mantra silently.

When you begin to feel overwhelmed or rushed, stop and check-in with your needs, your tasks, and your goals for the day. Are you focused and present? What can you do to slow down, so you can be more effective?

### *Evening Reflection*

What did you notice about yourself today? Were you present or distracted? Did you accomplish more or less? Leave judgment at the door, allowing yourself to be curious about what you learned today.

Handwriting lines for reflection.

*There is no passion to be found in settling for a life that is less than the one you are capable of living.*

- Nelson Mandela

Your mother may have always said to be sure you wear a clean pair of underwear, but did she ever advise you on what type of underwear to purchase? Your challenge for today is to upgrade your undies. Take a look in your underwear drawer. Do you have underwear that does not fit, is worn-out, or is the “just in case” pair?

A simple way to feel sexy is to slip into a great pair of panties – even if you are the only one who knows what you are wearing.

Today you will take an inventory of your underwear and toss any that do not fit or are worn-out. Then you will determine if it is time to purchase a few new pairs. Place the order online or hit the store. It is time for you to upgrade your undies.

### *Evening Reflection*

What else in your life could use an upgrade? Have you been carrying around the same old wallet or purse? Is your wallet new but a mess – filled with old receipts and crumbled money? Do you have shoes that are out of style or worn-out? Consider upgrading, organizing, or de-cluttering one thing in your life each week.

Remember – be kind, show yourself compassion, and take it one step and one day at a time.

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*Just think it's silly to be stingy with compliments. If you see someone and they strike you as beautiful in any way, why not let them know?*

- Jill Scott

When someone compliments you, do you graciously accept it by saying thank you or do you deflect it?

If you do not know, begin to notice your first reaction when someone pays you a compliment.

Here are a few examples along with more gracious responses.

*Old you: Someone says, "That's a beautiful dress." And you reply, "Oh, this old thing, I bought it at Target."*

*New you: "Thank you, it's one of my favorites."*

*Old you: Someone says, "Wow, your hair looks great today, did you do something different?" And you reply, "Thank you, but it's not as nice as your hair."*

*New you: "Thank you. I truly appreciate you noticing. I started to use a new product."*

Today you will not only graciously accept the compliment, but you will pause for a moment to receive it fully. Allow yourself to receive the love the other person is trying to send your way.

### *Evening Reflection*

Take today's assignment to another level. In what areas of your life do you deflect compliments and praise – your work, your appearance, your contribution to your household? Is this something you struggle with or have you been able to accept compliments freely? Also, consider how often you extend compliments, express gratitude or praise others.

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*Be in love with your life. Every minute of it.*

- Jack Kerouac

Treats are called treats for a reason – they are meant for special occasions, not every day. Make plans to indulge in a special treat. Whether you love sweet or savory does not matter. Grab a treat at your favorite coffee shop, bakery or restaurant, or make a treat at home if you have the time.

I personally love chocolate and Champagne. When I really want to treat myself, I spontaneously invite a girlfriend to meet me for dessert and cocktails at a local restaurant. If the weather is cooperating, we will sit outside and enjoy the sunset. Treats are always best when enjoyed with company you love and when you allow yourself to indulge guilt-free.

### *Evening Reflection*

When you indulge in treats do you feel guilty? Are treats a part of your everyday life or saved for special occasions? Take time to reflect on how you view treats in your life. Also, consider ways to treat yourself that are not food related.

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*Imperfections* are not inadequacies; they are reminders that we're all in this together.

- Brené Brown

Too often we internalize our fears, doubts, stressors and feelings causing us to feel alone, unsupported and unheard. Today you are going to focus on sharing your feelings, communicating your needs and being honest with those around you.

While we do not want to be negative or focus on what is not working, we do not need to hide behind puppy dogs, butterflies and rainbows. Just be real. It's that simple.

The easiest way to do this is to remove the drama and communicate the facts – even when discussing your emotions or feelings.

Share. Communicate. Express. Trust. Be Open. Love.

What you will learn is that you are not alone and that most of us are struggling with the same issues.

### *Evening Reflection*

Write in your journal – what would it take for me to be open and regularly express my feelings with those in my life?

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*Love yourself. Forgive yourself. Be true to yourself. How you treat yourself sets the standard for how others will treat you.*

*- Dr. Steve Maraboli*

What do you love about yourself? Today you will answer this question.

Take the time to list 100 things you love about you.

This is not an easy task and you may even choose to skip it, but I want to remind you – the tough stuff is always worth doing because it is where the magic happens. You committed to 21 Days of self-care because you desired a change. Show up fully for yourself. It is time.

*100 things I love about me...*

### *Evening Reflection*

As you unwind from your day, reflect on what was most challenging about today's assignment. Or was it easy for you? Be curious about your struggle or ease.



*Go on long walks, indulge in hot baths, question your assumptions, be kind to yourself, live for the moment, loosen up, scream, count your blessings, just let go, just be.*

- Carol Shields

Take a bubble bath or an extra-long shower. Appreciate the sound of the water filling the tub or pouring over your body in the shower. Focus on the warmth of the water. Quiet your mind. If your to-do list pops up, let it go and reconnect with your breath and the physical sensation of the water.

Light candles, use essential oils or an aromatherapy body wash.

### *Evening Reflection*

How did it feel to take care of and pamper your body today? What do you need to stock your bathroom with so that you will be able to indulge in a luxurious shower or bath at a moment's notice after a stressful, long day?

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*Happy girls are the prettiest.*

- Audrey Hepburn

We all have our list of things we must do before we leave the house – some short and some long. For the longest time, my list was rather short. I wouldn't leave the house without applying mascara and deodorant and without lip-gloss in my pocket.

As my responsibilities grew, my personal grooming fell to the bottom of the list. I'm sure you can relate. You let a haircut go a couple extra weeks, skip shaving your legs for a few too many days, and put off waxing your brow or getting a manicure.

The trouble with this behavior is it's a slippery slope. Before you know it you've let it all go – hairy legs, unwaxed brow, messy uncolored hair, and a stain on your wrinkled shirt.

That's the moment you'll receive a call regarding a meeting for a once-in-a-lifetime opportunity, run into your ex, or see an old friend. Problem is you'll be a mess!

It shouldn't be this way. When you stay on top of your personal grooming, you'll always feel great and you'll always be prepared for whatever life throws your way.

Today's assignment is to take inventory of what grooming you've put off and schedule an appointment or pick up the supplies you'll need. No more excuses. Put your personal grooming top on the list.

### Evening Reflection

Practice this meditation before bed:

- Sit comfortably in a chair or on the floor.
- Close your eyes if that feels comfortable.
- Begin to notice your breath as you inhale and exhale.
- There is no need to change the pace of the breath, just notice the flow.
- Your mind may begin to wander. Rather than fight it or have judgment, be curious and then return to your breath.
- Inhale and exhale focusing solely on your breath.
- Sit for one-ten minutes.

You may have the desire to journal after this relaxing meditation. Write whatever comes to mind.

Journaling area with horizontal lines.

*Moving your body consistently is the key to tapping your joy, your creativity and your true loving and giving nature.*

- Natalie Garay

Most Americans sit at a desk all day in the same hunched over position. Many of us eat at our desks and only get up to use the restroom. Whether you're at a desk or running around town, you likely don't think about your posture.

Today's assignment is to take a stretch break. You might not be able to fit in a trip to the gym or a full yoga class, but you can take 5 minutes to stretch.

Don't over think it. Keep it basic. Two or three times throughout the day stop and stretch. Stand up and reach for the sky, touch your toes, or extend your arms out to the side. Do neck and shoulder rolls. And take a few deep, nourishing breaths.

### *Evening Reflection*

Tonight you'll express gratitude for all your blessings. Truly value what you have by journaling what you are grateful for in your life.

Journaling lines for reflection.



*If you want to cure anyone, even a mentally ill criminal,  
you do it by healing you.*

- Dr. Hew Len

Ho'oponopono  
Prayer

*"I'm sorry (repentance)  
Please forgive me (forgiveness)  
I Love you  
Thank you"*

We tend to blame others for our inability to care for ourselves, heal or move forward. But today I want to challenge you to take ownership of your life – as it was, as it is, and as it will be. You are in control. You have the power to change or stay the same.

Today I'm going to teach you a powerful transformational prayer and meditation technique that is sure to cause miracles. It can be learned quickly, practiced anywhere, anytime. Ho'oponopono simply put means, "to make right."

There are a few themes of the Ho'oponopono you must understand:

1. You are responsible for whatever you experience. So whatever you see, feel and experience comes from within.
2. Peace begins with me.
3. We must focus on releasing our own issues, so we can become clean and see clearly.

Dr. Hew Len who teaches this method says you must first start by saying, "I'm sorry." By saying this, you recognize that there is something within that has become a part of your mind and your feelings without you knowing the source.

Then you'll say, "Please forgive me." Through this statement, you're asking not for forgiveness from anyone – God, the Devine, the Source – but rather you're asking to be guided to forgive yourself so you can let go.

Then you'll say, "I love you." This will transform the energy from stuck to flowing.

And it will be followed by, "Thank you," to express your gratitude for the lesson.

You can use the Ho'oponopono prayer to heal whatever you are struggling with – a relationship, uncertainty, judgments of others or yourself, fear and so on.

Sit in silence and focus on an issue or a judgment or a person that you're struggling with. Then begin to repeat the Ho'oponopono prayer.



*What you get by achieving your goals is not as important  
as what you become by achieving your goals.*

- Zig Ziglar

Today you'll reflect on your accomplishments over the last 21 days. Celebrate your new perspective of self-care, healthy boundaries, honesty and desire.

It's likely that at some point you struggled to fit in 5 minutes of self-care, but you must acknowledge that you were mindful of your behavior and that you were committed to trying your best. This is a process that will continue to evolve overtime. You are ever changing. That is the beauty of life. Each day we can rise and start anew. We have an opportunity to choose what we bring into the new day and what we leave behind.

Take time to sit and write a letter to yourself. Consider it your personal vows to you, to your happiness, to your success, to your joy, to your peace.

Dear  
*I commit to you today...*  
*I will do my best to...*  
*I want you to know...*  
*I commit this to you today.*  
Lovely,

This is a powerful exercise. I hope you'll take today to celebrate you as you are today and the woman you hope to be tomorrow.





## *Your next step*

Here's what I know for sure...

When a woman is happy, well-rested, supported and nourished, everyone in her life... EVERYONE...benefits. And when a woman is stressed, overwhelmed, unsupported and struggling, everyone in her life suffers.

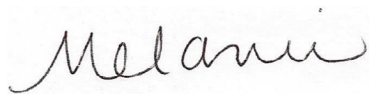
I want to acknowledge you for joining me for this 21-Day journey. It was an honor to guide you, and I hope that you'll continue to practice self-care, self-empowerment and self-worth as you move forward on your journey.

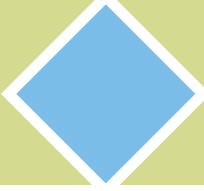
If you enjoyed this guide, I invite you to head over to [MelanieToner.com](http://MelanieToner.com) for more tips on living the life you desire and daring to have it all – even if you're worried about time and suffer from mommy guilt.

Be sure to sign up for weekly updates so you don't miss a thing. If you're curious about working together, [book a complimentary consultation](#). In this session you'll learn more about my style and discover if my program is right for you.

My hope for you is that you continue to take time daily for you. Wishing you success and happiness.

Much love and gratitude,





*Melanie Toner* is a self-improvement and lifestyle expert who helps women all over the country live truly authentic lives. Through her weekly emails, videos, products and coaching she teaches women practical, approachable tactics to stop pretending to be the woman society expects them to be and stand confidently as the woman they truly are.

A graduate of Temple University with a Bachelors of Sciences and the Institute for Integrative Nutrition, Melanie uses her skills honed over her tenure in business and personal life experiences with womanhood, motherhood and entrepreneurship to inspire women to be open, honest and authentic about their successes and challenges.

Melanie lives in a suburb of Philadelphia, Pennsylvania with her husband John and their two children.



MELANIE  
*Toner*