Manage Your Energy, Not Your Time

Morella Devost, EdM, MA
Holistic Nutritionist & Hypnotherapist
Managing Yourself

The science of stamina has advanced to the point where individuals, teams, and whole organizations can, with some straightforward interventions, significantly increase their capacity to get things done.

Manage Your Energy, Not Your Time

by Tony Schwartz and Catherine McCarthy

Tony Schwartz – The Energy Project; www.theenergyproject.com
The pitfalls of the time management perspective

- Assume you are full of energy, healthy and emotionally strong
- Tend to look at humans as productivity units
- Focus on prioritizing what’s on the to-do list
- Get you pushing to accomplish more
- Translate into working more hours
- Typically fail to look at the dimensions of the human experience that drive our motivation
The Energy Management View

• Energy is renewable
• When you are fully energized, you accomplish more in less time
• When your life is fulfilling, you become more engaged and effective in everything you do
• The human experience includes four basic dimensions: physical, mental, emotional and spiritual and they all need to be cultivated
Are you headed for an energy crisis?

Please check the statements below that are true for you.

**Body**

___ I don’t regularly get at least seven to eight hours of sleep, and I often wake up feeling tired.

___ I frequently skip breakfast, or I settle for something that isn’t nutritious.

___ I don’t work out enough (meaning cardio-vascular training at least three times a week and strength training at least once a week).

___ I don’t take regular breaks during the day to truly renew and recharge, or I often eat lunch at my desk, if I eat it at all.

**Mind**

___ I have difficulty focusing on one thing at a time, and I am easily distracted during the day, especially by e-mail.

___ I spend much of my day reacting to immediate crises and demands rather than focusing on activities with longer-term value and high leverage.

___ I don’t take enough time for reflection, strategizing, and creative thinking.

___ I work in the evenings or on weekends, and I almost never take an e-mail–free vacation.

**Emotions**

___ I frequently find myself feeling irritable, impatient, or anxious at work, especially when work is demanding.

___ I don’t have enough time with my family and loved ones, and when I’m with them, I’m not always really with them.

___ I have too little time for the activities that I most deeply enjoy.

___ I don’t stop frequently enough to express my appreciation to others or to savor my accomplishments and blessings.

**Spirit**

___ I don’t spend enough time at work doing what I do best and enjoy most.

___ There are significant gaps between what I say is most important to me in my life and how I actually allocate my time and energy.

___ My decisions at work are more often influenced by external demands than by a strong, clear sense of my own purpose.

___ I don’t invest enough time and energy in making a positive difference to others or to the world.

How is your overall energy?

Total number of statements checked: ___

**Guide to scores**

0–3: Excellent energy management skills

4–6: Reasonable energy management skills

7–10: Significant energy management deficits

11–16: A full-fledged energy management crisis

What do you need to work on?

Number of checks in each category:

Body ___  Mind ___  Emotions ___  Spirit ___

**Guide to category scores**

0: Excellent energy management skills

1: Strong energy management skills

2: Significant deficits

3: Poor energy management skills

4: A full-fledged energy crisis

From: The Power of Full Engagement: Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal by Jim Loehr and Tony Schwartz

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Physical Energy

• Eat foods that are alive: lots of color, healthy fats
• Eat lots of greens
• Drink plenty of water
• Reduce or eliminate sugar, alcohol & caffeine
• Take a break every 90-120 minutes
• Disengage from work on breaks

• Set an earlier bedtime
• Sleep 7-8 hours every night
• Unwind at night
• Take a daily nap
• Reduce stress by doing cardiovascular activity 3x/week and strength training 1x/week
• Recognize your early signs of fatigue
A few notes on food & energy...

Foods that drain you:
- Caffeine
- Sugar
- Energy drinks
- Alcohol
- Refined starches (breads, pastas, chips)
- Processed foods (anything not made from scratch is processed)

Foods that replenish you:
- Greens = minerals
- Reds, blues, purples = antioxidants that keep cells intact
- Water = conductivity
- Complex carbs = vegetables
- Super-foods: low calorie, high nutrition
Mental Energy

- Reduce interruptions by performing high-concentration tasks away from phones and email
- Stop multitasking – it results in at least a 25% productivity loss
- Schedule email time and phone-call return time
- Tackle challenging projects first thing in the morning
- Start the day with highest-impact, long-term effect activities
- Get rid of time-wasters
- Cultivate your brain capacity: reading, puzzles, new skills, etc.
EMOTIONS
Emotional Energy

- Become aware of emotions
- Practice deep breathing to diffuse negative emotion (impatience, anxiety, insecurity, frustration, etc.)
- Express appreciation on a daily basis

- Change the story you’re telling yourself
  - Reverse lens
  - Long lens
  - Widen lens
  - “What if this is the best thing that could be happening?”
SPIRIT
Spiritual Energy

• What inspires you?
• Discover your “sweet spot” —
  — Activities that you love and are also good at
  — Work that energizes you
• What gives your life and work meaning and purpose

• Live your core values:
  — What qualities do you value?
  — Ask yourself what qualities you find most off-putting in others — the opposite of those are your strongest values
HOW WILL YOU CULTIVATE YOUR ENERGY?
Take action

• Write 1 action you’ll take on each dimension this week
• Which area needs the most attention?

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<tr>
<th>BODY</th>
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<tr>
<td>MIND</td>
<td>SPIRIT</td>
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Get support...

If any of the four dimensions is seriously weak

For example...

– You are feeling chronically ill or constantly tired...
– You are under severe stress, anxiety, depression
– You are not able to accomplish your work
– You are struggling to find inspiration and motivation

Be sure to get support.
Burnout is best dealt with by avoiding it entirely.
Questions

• Email: mdevost@transformationone.com

• You can also inquire about a complimentary 30-minute consultation where we’ll use different assessments and help you identify how to get started toward greater health, overall wellbeing and fulfillment.