



ENERGY MANAGEMENT



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Time management is passé. Productivity management is passé. Here comes energy management.

We don't have control of time as much as we don't have control of death. Time happens. In the last decades, time management has been synonymous with productivity management. Productivity management has created stress for many of us. Now, lucky for us, the greatest thinking on this subject takes a shift. The current thinking is that when we control our energy we get a new lease on how time affects us.

In the context of transition, energy management means both living well in all respects and being alive to enjoy it.

Readings:

Be Excellent at Anything – The Four Keys to Transforming the Way We Work and Live - Tony Schwartz

Assignments:

Sign up for The Energy Project <http://theenergyproject.com>
and take this assessment <http://theenergyproject.com/tools/the-energy-audit#step1>

For an abridged version read: The Big Ideas (page 276-296)

Action Steps at the end of each chapter:

Which chapter(s) has the most resonance for you and why?

The HPA quick start question guide:

Part One: More and More, Less and Less

Chapter 1: Reflect on the four key energy needs: sustainability (physical); security (emotional); self-expression (mental); and significance (spiritual). How are you meeting those needs? Where do you feel you're falling short? What are the costs to you and to others in your life?

Chapter 3: Identify a new behavior you would like to build into your life. One what days and at what times could you engage in it? We know that people are exponentially more successful making changes when they undertake them at precise, scheduled times. What you you have to change in order to open up that time?

Part Two: Sustainability / Physical

Chapter 4: Identify what you currently do to recharge or refuel yourself during the course of your day at work. What can you do to better ensure that you get both active and passive forms of renewal over the course of the day?

Chapter 5: When was the last time you completely disconnected from work, including checking email, for any extended period of time? Designate at least one night (24 hour period) per week to totally let go of the office from the time you leave work until you get up the following morning.

Chapter 9: As a leader, your first responsibility when it comes to renewal is to practice it yourself. Next, speak to the people who work for you about how effectively they're renewing their energy physically. Review the weekly pulse chart and share it with your team. What changes would you make individually and collectively, to be more productive?

Part 3: Security / Emotional

Chapter 12: Think of a recent event or circumstance that triggered you. Write down the facts about what happened – only the facts. Now write down the story you're telling yourself about those facts. Making this distinction allows us to observe our experience rather than reacting to it. Challenge yourself to come up with a more empowering story that makes it possible for you to hold on to your value, despite what's happened.

Chapter 13: Write a note of appreciation to someone with whom you work. Tell the person specifically what you appreciate about him or her. Write at least one note of appreciation to someone in your life once a week.

Part 4 Self Expression / Mental

Chapter 14: Resist trying to do two things at the same time. You'll inevitably give short shrift to both. If you are talking on the phone, don't simultaneously check and answer e-mail. Give people your undivided attention and see what it feels like.

Chapter 15: Schedule time at the end of the workday to identify the most important task you could address the following day. In the best of worlds, make that task the first thing you do the following morning for at least sixty minutes without interruptions.

Chapter 17: Create a separate, relaxing, informal space at work (or home) that is exclusively devoted to creative thinking and brainstorming. Then schedule a regular time – once a week or once every two weeks – in which you bring together colleagues to brainstorm new ideas, discuss longer term project or set strategy.

Part 5 Significance / Spiritual

Chapter 19: Do the Walking the Talk exercise on Page 252. How will you close the gap? Think about a time when you felt more fully alive or that you found so absorbing that you lost track of time. Write down everything about that experience. What lessons from this experience can you apply to every day.

Chapter 20: Do you create an inspiring place to work? Create a worksheet to track these questions:

- Do you actively support people in taking care of themselves physically?
- Do you truly value, regularly recognize, and express appreciation for those who work for you?
- Do you respect and trust your employees and treat them as adults capable of making their own decisions about how best to get their work done?
- Do you believe passionately in what you're doing, and do you give people who work for you a compelling reasons beyond a paycheck to come to work every day?

What commitments have you made?

How can your mastermind group support you with your commitments?

How can your coach support you with your commitments?

Reflections about any changes that you have made:

Take Away from this material:
