TIME-TO-ENERGY SHIFTER

"Remain keenly self-aware of your energy levels"

Now that you have a sense of your Energy Management skills, let's evaluate them in the context of time management. Some days, weeks and months seem to fly by. Some minutes and hours seem to take forever. Some days feel like being on top of world. Some days feel like wading through quicksand.

Time is obviously a constant. It is also finite. Energy is obviously variable, yet also finite. Unfortunately, the most obvious and finite entity of all is life itself. When we consider our "quality of life," it reflects the big picture. Combining your external and internal Perception Snapshots might help approximate the answer as of today. As we well-explored, perception is variable to say the least.

The fact that you're following through on your commitment to yourself for a Life Upgrade will shift that quality in the right direction. You're doing AWESOME! Keep going!

Now let's consider our "quantity of life." As we explore this concept, it's important to clarify that it does not refer to our lifespan. In fact, the most sensible way to evaluate that quantity is applying it to a single day. Again, it's finite in time and variable in energy.

Are you someone who takes pride in your time management skills? What about your organizational skills? Do you act with efficiency? How would you categorize those skills? Is it about keeping a calendar? Do you make and prioritize daily to do lists? Do you check and cross-off your achievements?

Time and organization management skills are well established. There's a science behind them. You can even take seminars and buy books all about these activities. The thing about these skills is that they rely on the part of your brain that does the thinking. What is less established, written about, talked about and practiced is Energy Management.

Think of time and energy as life "currencies." Like money, you only have so much of it and there's only so much you can do with it. If managing time relies on thinking, then managing energy relies on feeling. It's the practical side of applied mindfulness. "There are only so many hours in the day." How much more productive might your days be by shifting the paradigm from managing time to managing energy to get the doing done?

© 2021 Z University, Inc.
All Rights Reserved

More specifically, let's take a fresh look at that prioritized daily to-do list. Those might break down to "must do," "should do" and "can do." How's your day look? Among your top priorities, what is the full amount of flexibility you have for each task? According to your calendar, certain ones happen at specific times and require a certain amount of time. In other cases, some tasks might involve specific deadlines. Once you have that clear sense of flexible "bandwidth," you know when and how energy management can help.

For example, let's say that you're trying to write an email and notice that the words are not coming as easily as usual. You then stop and realize that you're feeling fatigued and your mental acuity is diminished. Rather than forcing the task, you take a break and do something easy and/or choose an activity, such as taking a walk, to reinvigorate you.

ACTIVITY 1: DO AN ENERGY CHECK-IN (TIME: 6 MINUTES)

Imagine for a moment how you learned to tell time as a child – from reading a clock to the calendar and the difference between seconds, minutes, hours, days - you know the rest. Approach Energy Management with similar curiosity. Now is a good time to focus inward. Be totally in the moment and take a mindful inventory of your energy levels. How's your mood and your mental acuity? Are you experiencing any distractions or sources of stress? Are these words starting to run together? Is your mind wandering?

Take Five! What would make you feel better and relax to improve energy and focus? It could be stretching, checking sports scores, taking a walk, meditating, playing a mindless game or shopping online. Do you need more than five to take a 20-minute "Power Nap?"

ACTIVITY 2: CHECK-INS AND PRODUCTIVITY SPRINTS (TIME: 5-8 MINUTES TOTAL)

Set at least 4 phone alerts throughout the day and evening at times that work. If it's early in the day, do it now. If not, do it tomorrow. Repeat the exercise above. Keep it between 1-2 minutes and not while sitting or interacting with electronics. That's plenty of time to stretch, step outside, drink a bottle of water, do some push-ups, etc. Mix-it up and be mindful of your combined energy before and after these intermittent breaks. Another approach to this is to space these alerts for between 90-120 minutes apart. Each of these periods represents a "productivity sprint." Focus on certain priority activities, align your energy levels, and observe how much more those sprints are productive and enjoyable.

ACTIVITY 3: TIME AND ORGANIZATIONAL MANAGEMENT SKILLS (TIME: 10 MINUTES)

Spend 5 minutes each to review the provided Tip Sheets about these topics.

© 2021 Z University, Inc.
All Rights Reserved

ACTIVITY 4: ENERGIZER MENU (TIME: 10 MINUTES)

Develop a list of at least 2 activities and/or actions you will take to improve your energy for *each* of the four energy modalities (physical, mental, emotional, spiritual).

NOTE: You will find it helpful to revisit the questions in the Energy Management Quiz as well as the Coping Skills Menu in the 3-Day Rule activity.

PHYSICAL ENERGY	MENTAL ENERGY
•| •|	•| •|
EMOTIONAL ENERGY	**SPIRITUAL ENERGY**
•| •|	•| •|

ACTIVITY 5: BEHAVIOR SHIFT (TIME: 5 MINUTES)

Choose at least two behavior changes you're willing to make, at least temporarily. Then observe how each improves your energy in specific ways or overall. While various options of have been previously covered, this activity is specific to observing personal energy.

Examples:

- Start and/or end your day earlier
- Certain form(s) of exercise
- Watch less TV / News
- Reduce your "screen time"
- Eat meals you skipped and/or take a break from fast food
- Meditation / breathing exercises
- Take a break from destructive behaviors
- Eliminate energy drains (needy people, arguments)
- Improve work-life balance

© 2021 Z University, Inc.
All Rights Reserved