

Chapter 1 : 5 Steps to Maximize Efficiency by Managing Your Energy, Not Your Time | HuffPost Life

Time is a finite resource, but energy is different. It has four wellsprings—the body, emotions, mind, and spirit—and in each, it can be systematically expanded and renewed.

Now I have to admit, this sort of made me laugh. I believe and share with my clients the importance of loving and being passionate about what you do, whether work or play. In other words, mastering the art of enjoying your life. So how do we do that? Well many of the gurus in the field tell us that time management is the answer. The better job we do of managing our time, the more we will get done in less time. And as a society we have so heavily bought into this that there is an entire industry devoted to better time management. The answer to the question, of how to get more done in less time, or as I prefer, how to really start enjoying your life is to learn to master your energy not your time. Now I live in Asheville North Carolina, just voted the coolest city in the country, and it is also home to the land of energetic mountains and healing waters, so you may now be wondering what kind of woo-woo stuff is this woman spouting? The more energy you have the more capacity you have to meet the demands of your life. Then add to that you need to try to use at least six or seven of it to sleep, so actually only have about 18 hours per day to get it all done. No matter what you do you, how much you want to, you cannot put more hours in a day. But energy that is different! You actually have control over how much you have, how much you build and how much you lose. Yes, I said focus on yourself! The better you manage your energy — the more capacity you have to get things done! So how do you manage your energy? Well here are three ideas to get you started! First Things First — put first things first! Do you know what is important to you; of course you do. But do you make times for the things that are important to you, now that is a different question. Right now, make a list of what is important to you, what you value, and what you want to ensure you make time for. Make a list for the office, and more importantly one for home. Chances are that your schedule over the last month has few to little of those things on it. We lose energy when we do not make time for what is important to use and what we value. Put those things first and watch your energy spike! Energy People — do you know who yours are? Those people in your life, again both professionally and personally that infuse energy into you vs those that suck it out. You need to truly question who and what in your life gives you energy and what does not. Then, while we cannot stop doing everything that sucks the energy out of us, we can question if we need to do it all. More In vs Out — it is a myth the more you work the more you get done — how great is that! Those people who get to the office at six and stay till ten, truth is they get less done than those of us who leave at six to eat dinner with our spouse and put our kids to bed. So every 90 minutes to two hours we need to take an energy break. We need to stop, get up and go do something we want to do, something that infuses energy back into us. Listen to some music, laugh with a co-worker, call your child, or just go for a mini walk. The research shows that if you take a break you will actually have more energy to get more done in less time! The myth of time management has been around for years, and both in our personal and professional lives we have struggled to get it all done, with little to no success! So take a break, and stop worrying about getting it all done, choose what is important to you, what matters, put that first, and then take an energy break — you deserve it!

Chapter 2 : Managing Energy Not Time

The Power of Full Engagement: Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal (Book) - This is a really good elaboration on the concept of managing energy instead of time.

Stuck in cycle of overwhelm, never accomplishing enough, and living in acceptance that this is the way life is. People are drained, emotionally exhausted and stressed. Often people are redirected to manage your time better, prioritise, make better to do lists, delegate unnecessary tasks and then when you find the extra hour, you fill it up with some other task. Time is not what we should be tracking. Instead, you need to manage your energy. Time is inevitable, infinite and unchanging. You schedule your day around timed activities, plan dates with friends and measure your knowledge based on the amount of time that you have been doing something. Yet many people focus on time management to only ever spend numerous hours doing projects and spending little time on themselves. Let me share with you 8 tips on how to transcend the time management myth to boost your energy. Build awareness To create a shift in thinking requires you to build awareness of your energy. What activities increase your energy? When you have a clear picture of what the picture looks like, you are in a better position to appreciate the activities that elevate your energy or what sucks the energy out of you. Self-reflection is the key to gain clarity and the platform to make different choices. Identify your natural high energy You will have a favorite time of the day where your energy levels feel effortless. Some limitless energy in the morning whereas others come to life after lunch. The key is to identify you highest energy levels and exploit them. Eleven years later, their words still ring true. Altering the course of your energy, especially when depletion is on the cards and burnout around the corner. When you can recognize the costs of energy depletion behaviors, you can change them. Refocusing your energy by practicing de-stressing activities such as meditation, yoga or going for a walk creates a space for you to unplug and feel rejuvenated. Developing rituals before and after work, creates a preventative energy strategy that when you need to intently focus your energy on a project, your energy can be sustained longer term. Be present in the moment Presence is the key to building strong relationships as true connection only happens when you give your full attention to others. When you let go of the multitasking attitude and break free from technological distractions, you are more likely to experience a state of flow. Incorporate practices such as mindfulness, meditation or yoga that nurture being in the moment. Relearn the basics of taking care of yourself Adequate sleep, healthy food, exercise and deep breathing are the necessities of life. Bodies remain in a constant state of tension, rather than in a practice of deliberate calm. Calm and energy intertwined create productive work and a happy life. Rest and free time create moments for new ideas to come to surface. Inspiration strikes in moments of idleness. Lead the way with compassion Self-compassion inspires you to learn from failures and try again. Self-compassion gives you the energy to progress forward. A go-giver attitude, clear boundaries create a compassionate culture, happier and more productive people. When you do the hard work of cultivating qualities that nurture compassionate environments, the chains of stress and overwork start to break down. Manage your focus Instead of taking action, people delude themselves into a false sense of achievement as time is invested in planning the day with a time-management calendar or app. Time is wasted as you spend all your time planning, reading and plotting to manage your time. Ultimately the only thing that really matters is execution. Consistent action, to produce real results. One of the greatest gifts you can give yourself is creating rituals that match your peak energy. The most successful entrepreneurs created rituals to maximize their energy opportunities. Successful people execute habitually when their energy levels are at their peak. Humans are not robots Human factors drive productivity, not traditional time management practices. We are not machines or robots. When you invest your energy into scheduling your most important activities around your highest energy levels, book in regular down time and create rituals that you stick to religiously, you are leading you. Going against the grain can be challenging. It requires creativity, a willingness to explore and reshape the systems that we operate in. If not now, when? If not you, who?

Chapter 3 : BBC - Capital - Why you should manage your energy, not your time

You feel the pull from every angle. Your home life demands your time. Your work life demands your time. Managing time can feel like the right solution. But if you're mentally, physically.

Break your mental boundaries so that you can effectively direct your motivation whenever it materializes. Contributors control their own work and posted freely to our site. If you need to flag this entry as abusive, send us an email. Get to work, check email. Write recruiting memo, send to boss. Spend the next seven hours doing mediocre work and trying to look busy because I got up at 5am with a screaming toddler and researching this report is way too involved for my exhausted brain today Time management is hyped as one of the great tools of achievement. Schedule your day, allot a set amount of time for each task, and stick to your agenda to ensure success. This seeming failure is frustrating and induces unnecessary anxiety. Energy management is an approach that often succeeds where time management fails. Learning to harness whatever energy you have, whenever you have it, can reduce stress, enhance productivity, and give you the space to relax when you need to. Boost Your Energy Unlike time, energy does not come in discrete, finite supply. We have the ability to increase our energy from one day to the next. Getting enough sleep, eating well, and taking short breaks to walk or breathe can significantly increase energy. To start, choose one energy-upping strategy to employ each day. Spending just 15 to 20 minutes jogging or meditating in the evening will make a huge difference the next morning. Itemize everything you would like to accomplish, including work tasks "Update sales reports" ; tasks of daily living "Pay cable bill" ; and personal tasks "minute run". Unless there is an external reason that something must be accomplished at a particular hour "Pick up kids from school," "Client meeting 10 a. If you have the flexibility to do so, making a weekly list rather than a daily list is also a great approach. Evaluate Your Energy Level All mornings are not created equal. Some mornings are infused with a sense of promise and purpose, while other mornings I have to drag myself out the door and hope no one talks to me. The latter scenario portends a "low-energy day," and for me at least no amount of espresso can overcome that opening slump. Spend a few moments each morning taking stock of how your physical body feels, your emotional state, and any thoughts that are preoccupying you. Use mind-body inventory to set realistic goals for the day. Just going through this process of physical and mental assessment can give you an energy boost. Prioritize On low-energy days I sometimes feel crushed by my to-do list. I look through my tasks and ask myself which items, if not completed today, will have a concrete negative consequence? Non-work related tasks like "Do laundry" Slash! On low-energy days, get through this bare minimum, and then do one thing to help boost your energy for tomorrow. On medium-energy days the Priority 2s stay on the radar. Tackle some "Work on Clean out the garage? Be Flexible After years and decades of good time management, we have embedded mindsets about when things should be done. Work is relegated to business hours, grocery shopping is done Thursday evenings and Zumba happens never. This type of thinking is contrary to an energy-management approach. Awake at 4 a. Put your phone down and take a run. Excited by a new idea on Sunday night? Start executing now instead of waiting until Monday morning. Felt flat this morning but somehow found your fizz? Put some of those Priority 2s back on the list. What are your energy-management strategies? What are your obstacles? Share in the comments below.

Chapter 4 : Book Review: Manage Your Energy, Not Your Time |

Manage your energy, not your time. Going against the grain can be challenging. It requires creativity, a willingness to explore and reshape the systems that we operate in.

Getty Images You feel the pull from every angle. Your home life demands your time. Your work life demands your time. Managing time can feel like the right solution. So how can we become more productive without risking both our mental and physical health? Focusing on how you cultivate more energy, instead of obsessing over your time. Physical Energy Stop drinking during the week. I should tell you to get to bed earlier, but I think stopping drinking during the week needs to happen first. We need your nighttime personae to help out your morning personae. So save the wine for the weekend and get more done this week. Start with an awareness of your breath. When you breathe in make sure your belly expands. Not the other way around. If you have trouble clearing your mind, make sure you at least have a mantra. When I began meditating I would say this to myself over and over while breathing deeply. Simple mantras can help too. Some like to think of one word. Which can creep up and create anxiety and depression. Mental Energy Reduce interruptions during your day by only checking emails at designated times. Make sure your team knows those times. Spiritual Energy Protecting your spiritual life starts with self-awareness. Once you understand your super powers, focus on doing more of that. The more super power work you can get to, the more spiritually aligned you can be at work. And, yes, it is possible to be spiritually aligned at work. How can your company help team members bring this all together so they can be more productive? Allow team member to have down time for meditation or quiet contemplation. My business partner and I allow us mid day meditation sessions. Get to the gym to renew your body. Renewing your body renews your mind and fuels your spirit. Recommend a company wide policy to reduce the amount of time you spend checking emails. I know this can be a challenge in a service industry, but if you set a precedent you can save the lives of your employees. Dec 29, Like this column?

Chapter 5 : Manage Your Energy, Not Your Time | GGM

- 1 - *Manage Your Energy, Not Your Time* Key ideas from the Harvard Business Review article By Tony Schwartz, Catherine McCarthy *The Idea in Brief* Organizations are demanding ever-higher performance from their workforces.

People are trying to comply, but the usual method “putting in longer hours” has proven to be inefficient. Employees are getting exhausted, disengaged and are more likely to quit. Longer days at the office do not work because time is a limited resource whereas, according to Schwartz and McCarthy, personal energy is renewable. Energy comes from the body, emotions, mind and spirit. These rituals are behaviors that are intentionally practiced and precisely scheduled, with the goal of making them unconscious and automatic as quickly as possible. Very few help build and sustain their capacity their energy, which is often taken for granted. Greater capacity makes it possible to get more done in less time at a higher level of engagement and with more sustainability. Examples of renewing your physical energy include: These breaks for renewal result in higher and more sustainable performance. The length of renewal is less important than the quality. Emotional energy When people are able to take more control of their emotions, they can improve the quality of their energy. To do this, they must become more aware of how they feel at various points during the workday and of the impact these emotions have on their effectiveness. People tend to perform better when they are feeling positive energy and are not able to perform when they are feeling any other way. Without intermittent recovery, people are not physiologically capable of sustaining highly positive emotions for long periods. Because people are confronted with high demands and unexpected challenges, they tend to experience negative emotions a few times a day. When executives learn to recognize which events trigger their negative emotions, they are able to take control of their reactions. Deep abdominal breathing is a ritual for defusing negative emotions such as irritability, impatience, anxiety and insecurity. Exhaling slowly for five seconds induces relaxation and recovery. A ritual that fuels positive emotions is expressing appreciation to others, which is as beneficial to the giver as to the receiver. Examples include a handwritten note, an e-mail, a call and a conversation the more detailed and specific, the higher the impact. As with all rituals, choosing a fixed time to do it, increases the chance for success. People can also improve positive emotions by learning to change the stories they tell themselves about the events in their lives. Becoming aware of the difference between the facts in a given situation and the way you interpret those facts can be powerful in itself. The most effective way people can change a story is to view it through any of three lenses, which are alternatives to seeing the world from the victim perspective: Mental energy Many executives view multitasking as a necessity, but it actually undermines productivity. It is more efficient to fully focus for 90 to minutes, take a true break, and then fully focus on the next activity. To renew your mental energy, you should perform high-concentration tasks away from phones and e-mail. Another example is to respond to voice mails and e-mails at designated times during the day. You should also identify every night the most important challenge for the next day and make this your first priority when you arrive at work in the morning. Spiritual energy If the work people are doing really matters to them, they typically feel more positive energy, focus better and show greater perseverance. You should for example delegate the tasks you hate doing to someone who loves doing them. You should allocate time and energy to what you consider most important. For example, spend the last 20 minutes of your evening relaxing, so you can connect with your family once you are home. You should practice your core values in your everyday behavior. There can be a gap between the values you aspire to and how you currently behave. For example, if consideration is important to you, but you are always late for meetings, practice intentionally showing up five minutes earlier. How companies can help To succeed, renewal efforts need support and commitment from senior management. Organizational support entails shifts in policies, practices and cultural messages. They can subsidize gym memberships, encourage managers to gather employees for midday workouts, and suggest that people stop checking e-mails during meetings to make the meetings more efficient. Organizations invest in their people across all dimensions of their lives to help them build and sustain their value. Individuals respond by bringing all their multidimensional energy to work every day. Both grow in value as a result. Kaleido Kaleido is a thought and implementation leader, specialized in developing people

and organizations. Kaleido is also a content partner for Talentsquare.

Chapter 6 : Leaders unplugged - manage energy, not time - LEADERS IN HEELS

Even though I was incredibly passionate about my project, not building in any rest stops had been a recipe for disaster. The Alternative: Manage your energy, not your time.

Finally, in the tenth year of her career, she started to have physical symptoms as a result of the stress – chronic back pain, upper neck pain and headaches. What if working less were the key to getting more done? Many of us will have had that sense of there just not being enough hours in the day to do everything we need to do. Tasks that should take only a few minutes can stretch into hours, all while other work mounts up. For most, the solution is to work later into the evening or even over the weekend, which leaves many of us feeling exhausted, stressed and burned out. But what if working less were the key to getting more done? The time management myth

Previously, Congdon would often work from eight in the morning until seven at night without a break. But in reality, even the traditional nine-to-five workday is not conducive to productivity. An average working professional experiences 87 interruptions per day. A workplace study found an average working professional experiences 87 interruptions per day, making it difficult to remain productive and focused for a full day. Knowing something had to give, Congdon began to adjust her approach to work and restructured her day to achieve the same amount of output, without working around the clock. She decided to split her day into fewer minute segments, and aimed to maximise her productivity within those strict time sessions. The key to maintaining focus and energy in shorter bursts was to apply flexibility to those segments – she could use some for exercise, some for meditation, some for work. Getting rest within her workday helped lower stress levels and therefore achieve better results within the allotted time for working, Congdon found.

View image of Credit: Alamy This makes sense in the light of research that has found our productivity has less to do with the amount of hours we squeeze out of the working day, and more to do with the rest we have. In , the social networking company The Draugiem Group used a time-tracking productivity app to study what habits set their most productive employees apart. Instead, the key to their productivity was that for every 52 minutes of focused work, they took a minute break. The research instead points towards the importance of rest, he says. One study from Illinois Institute of Technology by Raymond Van Zelst and Willard Kerr in found that scientists who spent 25 hours per week in the workplace were no more productive than those who spent just five. In fact, as few as one to three hours of concentrated work could serve to be as effective as a traditional workday. For Cal Newport, author of *Deep Work: Rules for Focused Success in a Distracted World*, this is because being busy is simply a proxy for productivity. Working for show, it seems, is also futile. Whichever approach, the key is to determine your length of focus time and stick to it. Another approach to getting more done in less time is to rethink how you prioritise your day – in particular how we craft our to-do lists. Tim Harford, author of *Messy: The Power of Disorder to Transform Our Lives*, points to a study in the early s that divided undergraduates into two groups: Harford argues that inevitable distractions often render the daily to-do list ineffective, while leaving room for improvisation in such a list can reap the best results. In order to complete tasks [people] need to use both the focus and unfocus circuits in their brains. Srinii Pillay, an assistant professor of psychiatry at Harvard Medical School, believes this counterintuitive link between downtime and productivity may be due to the way our brains operate. When our brains toggle between being focused and unfocused on a task, they tend to be more efficient. *Unlock the Power of the Unfocused Mind*. Warren Buffett is also known for having days in his calendar where nothing is scheduled because he finds sitting and thinking has a much higher priority than filling every minute of his day. It is an approach that Bill Gates, the co-founder of Microsoft, has borrowed from the billionaire investor. The key to being productive might be found in using that time effectively through embracing the slumps in our day – those moments when your productivity begins to ebb away, usually in the midmorning, directly after lunch or midafternoon. In the past, Justin Gignac, co-founder of freelance network Working Not Working, left little room in his routine to be lazy. Now, he believes it is important to build time to kick back and let his brain think by itself, and is one of many successful people debunking the myth that working more equals working best. Recently he started lying in his newly-bought hammock each night after work. Giving my brain that

space is so crucial and has helped me to learn to survey the whole field, not just the thing that is directly in front of me. If you liked this story, sign up for the weekly bbc.

Chapter 7 : Manage Your Energy, Not Your Time (Audiobook) by Tony Schwartz | calendrierdelascience.com

"The number of hours in a day is fixed, but the quantity and quality of energy available to us is not," say Tony Schwartz and Jim Loehr in The Power of Full Engagement: Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal.

Chapter 8 : How Successful Leader Manage Their Energy Not Their Time - Lolly Daskal | Leadership | Lolly

The time management myth. Previously, Congdon would often work from eight in the morning until seven at night without a break. It's an easy trap to fall into - it's drilled into us that.

Chapter 9 : Why Energy Management Matters More Than Time Management

Recently, I was reading "The Productivity Paradox" by Tony Schwartz on Harvard Business Review and it was something of a revelation to me. Every day we hear people struggling with time management but what about the idea of managing energy not time?