**TIME MANAGEMENT WEBINAR**

**Energy Management Exercise**

**Definition:**

**Energy management** is the capacity to work, it comes from four main wellsprings in human beings: the physical body, emotions, mind, and spirit.

“We're at our best when we move between expending energy and intermittently renewing our four core energy needs: physical, emotional, mental, and spiritual. When you're intent on supplying fuel in each dimension of energy, you're creating happier people that will affect your organization’s success.”

*From The Energy Project*

**Energy Self-Reflection**

*Mark (X) the statements below that are true for you.*

|  |  |
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| **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 cardiovascular 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. |
| **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. |
| **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. |
| **SPIRITUAL** | |
|  | 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. |

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| **SCORING** | |
| 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: |
|  | Emotion: |
|  | Mind: |
|  | Spirit: |
| *Guide to 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* |

**My Priority Energy Area(s):**