

Manage Your Time and Energy: A Path to Personal Sustainability

WEBINAR: FEBRUARY 21, 2018



Leadership Development Program

Webinar Objectives

- **Increased self-awareness** about how you are spending your time currently, identifying some factors that may be hindering personal sustainability.
- **Understanding core elements of time and energy management**, and how they influence one another.
- **Identify a set of practices** to support your personal sustainability.

Webinar Agenda

I: Exploring time and energy

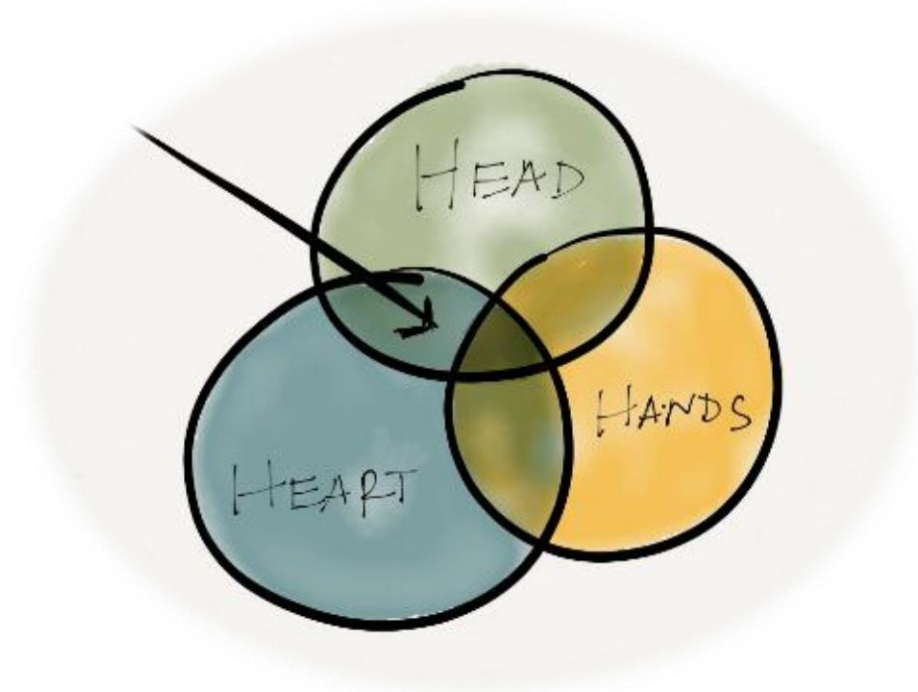
II: Time and wealth

III: Rhythm and pacing

IV: Possible practices

Community Guidelines

1. Show up
2. Trust the process
3. Step up/step back
4. Bring heart, not just mind
5. Relaxed rigor
6. Confidentiality
7. 5x bolder
8. Accept and expect non-closure



Check in

- 1 min each
- What's in your heart or on your mind? What do you need to say to presence yourself with the group?

Exploring time and energy

DOMINANT VIEW: “Time is money”



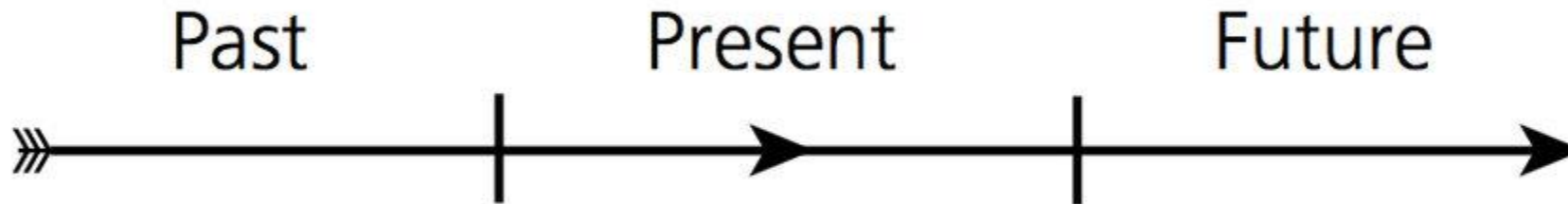
Exploring time and energy

“Nature does not hurry,
yet everything is accomplished” – Lao Tzu



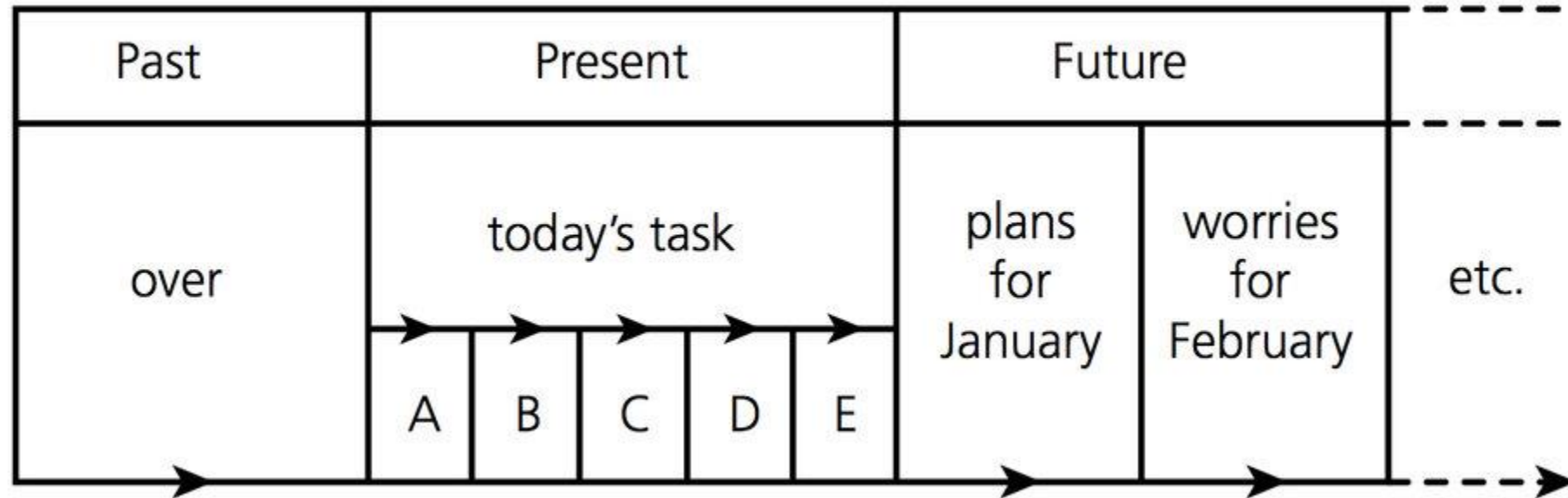
Exploring time and energy

Linear concept of time



Exploring time and energy

Linear concept of time



Exploring time and energy

Cyclical concept of time



Exploring time and energy

“Every one of our thoughts, emotions and behaviors has an energy consequence, for better or for worse. The ultimate measure of our lives is not how much time we spend on the planet, but rather how much energy we invest in the time that we have.”

– Jim Loehr and Tony Schwartz
from The Power of Full Engagement

Exploring time and energy

Principle 1: Full engagement requires drawing on four separate but related sources of energy: physical, emotional, mental and spiritual.

- The Power of Full Engagement

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

Exploring time and energy

1. PHYSICAL BODY - HEALTH

The foundation of all other dimensions of energy, physical energy is comprised of sleep, fitness, nutrition, and intermittent daytime rest and renewal.

2. EMOTIONAL - HAPPINESS

Emotional energy is about cultivating specific emotions associated with high performance, because how people feel profoundly influences how they perform.

ENERGY

3. MENTAL - FOCUS

Mental energy is about learning to focus in an absorbed way and switching intentionally between tactical and big-picture thinking.

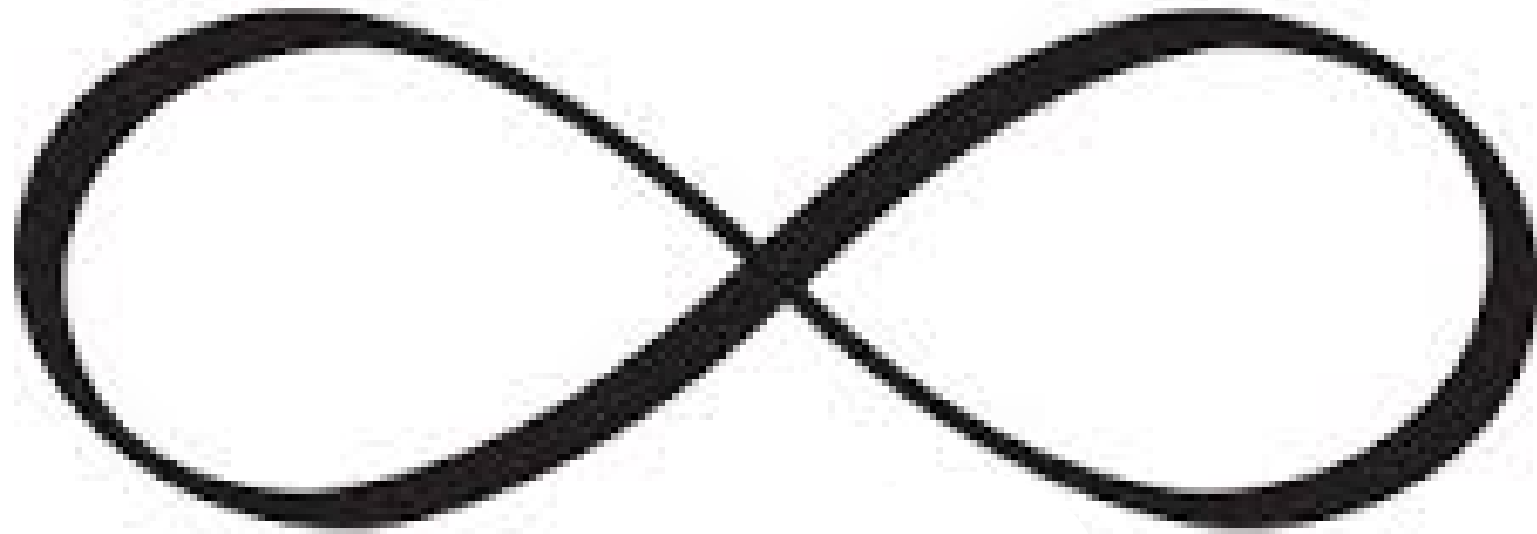
4. SPIRITUAL - PURPOSE

Spiritual energy is the energy derived from serving something larger than oneself.

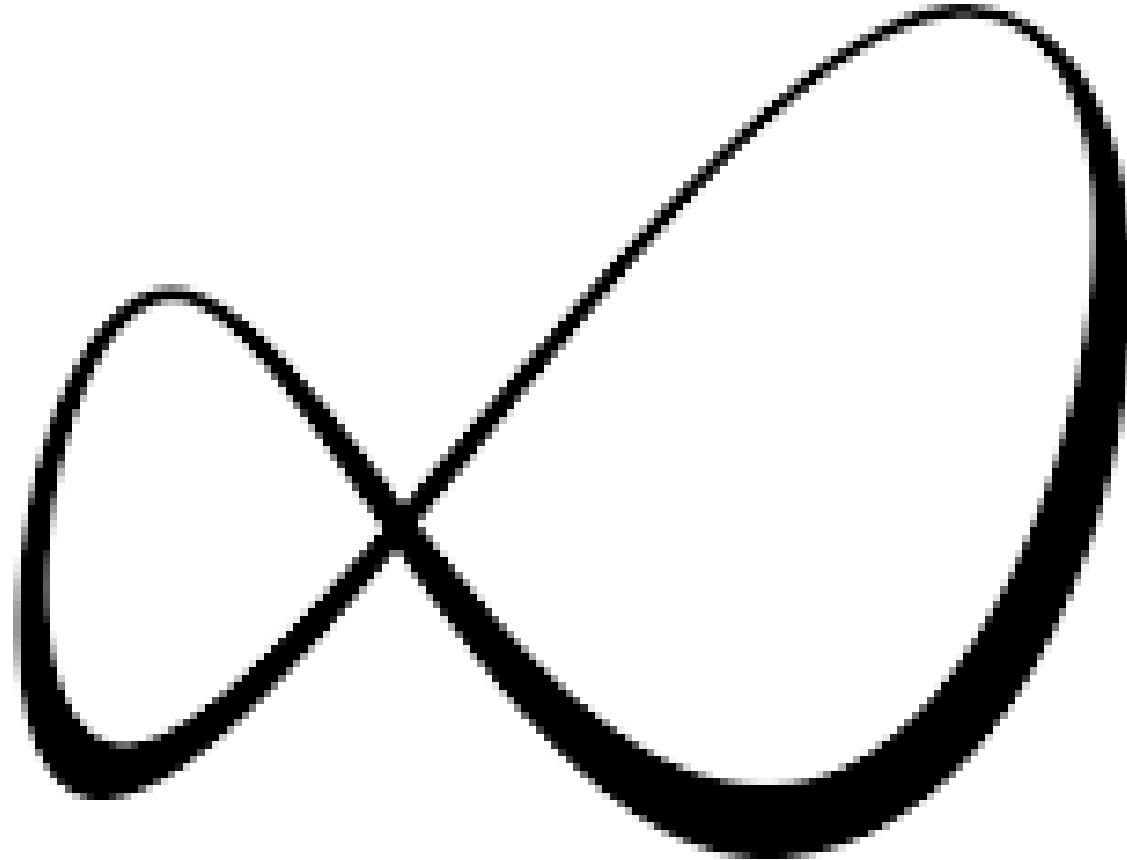
Exploring time and energy

Self Reflection Tool
Group Discussion

Exploring time and energy



Exploring time and energy



Time to grow wealth

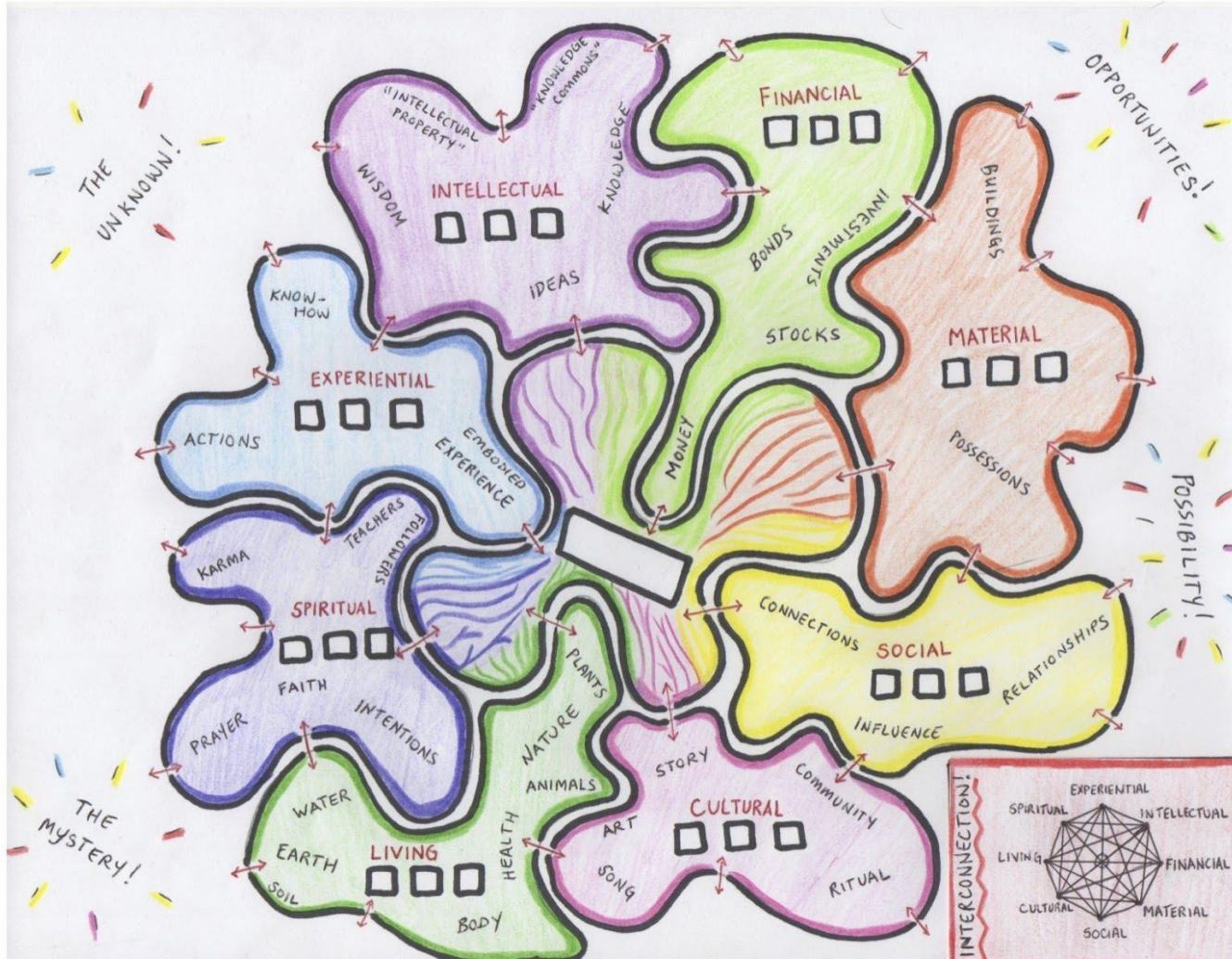
Time management is the process of organizing and planning how much time you spend on specific activities.

Where are you making choices about how you spend your time?

Time to grow wealth



Time to grow wealth



GROWING OUR WEALTH: 8 FORMS OF CAPITAL

Material: infrastructure, buildings, possessions, etc.

Social: connections, relationships, influence, etc.

Cultural: community, song, story, ritual, etc.

Financial: money, stocks, bonds, investments, etc.

Living: nature, earth (land, soil), water, living organisms, your body and health, etc.

Spiritual: prayer, intention, faith, followers/teachers, karma, etc.

Experiential: action, experience, embodied wisdom/knowhow, etc.

Intellectual: ideas, knowledge, intellectual property, knowledge commons, etc.

Rhythm and pacing



Rhythm and pacing



Principle 2:

Because energy diminishes both with overuse and with underuse, we must balance energy expenditure with intermittent energy renewal.

- The Power of Full Engagement

Rhythm and pacing

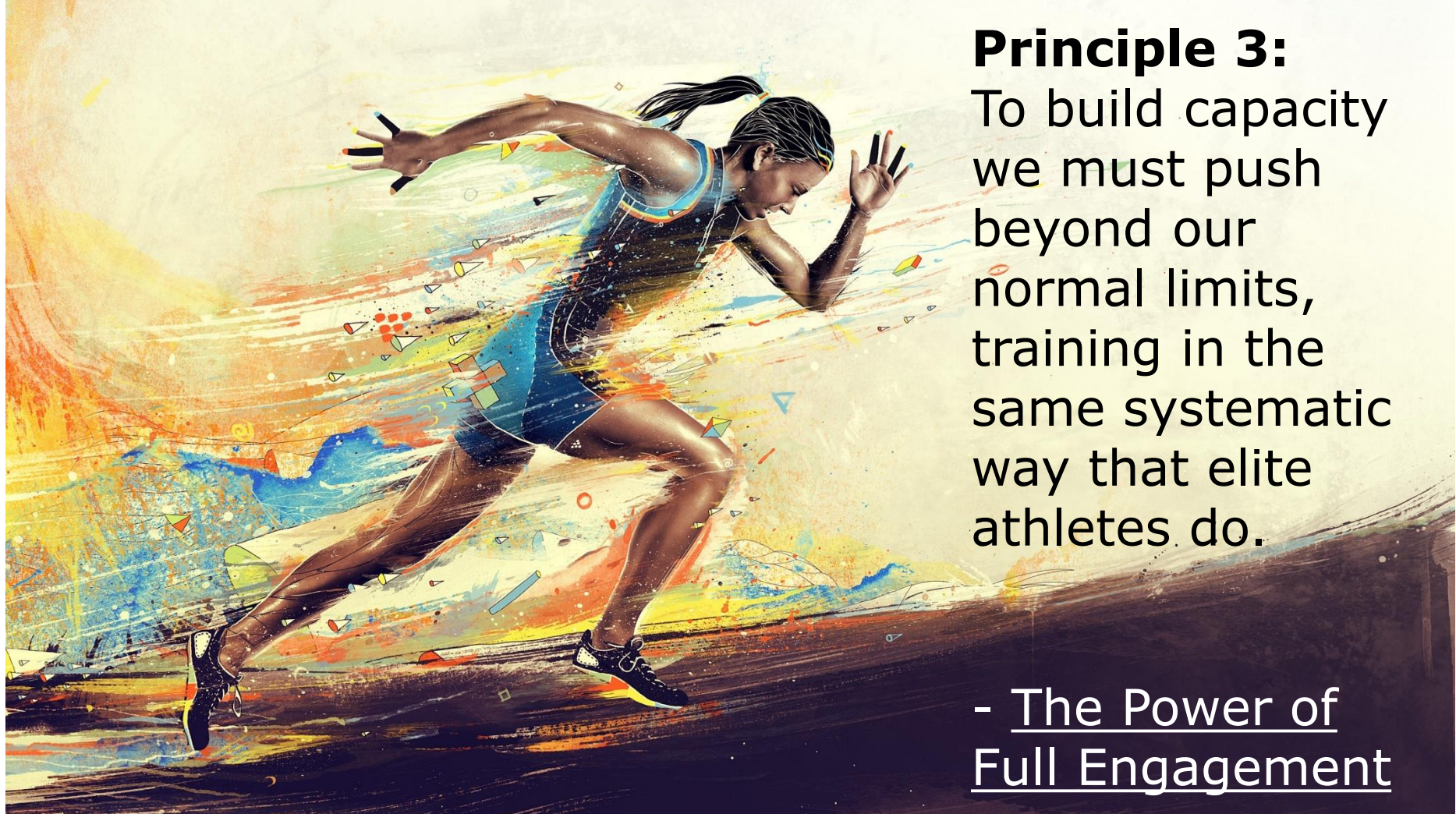
Norma Wong is an instructor with the Institute of Zen Studies. The Applied-Zen program offers workshops and training for people who are interested in the application of Zen principles and spiritual training in their work and life. She is also a private consultant specializing in strategic planning and organizational capacity.

Ms. Wong's career spanned service as a State legislator, a partner in a policy research and planning firm, eight years in the Hawaii Office of the Governor, and three years as a corporate and government relations director in the Hawaii office of a Washington D.C. based law firm. In 2000, she was ordained a Zen priest after having been a student of the late Tenshin Tanouye Rotaishi for twenty years.



<https://www.movetoendviolence.org/resources/video-move-to-end-violence-faculty-explores-the-role-of-rhythm-in-strategy/>

Rhythm and pacing



Principle 3:
To build capacity we must push beyond our normal limits, training in the same systematic way that elite athletes do.

- The Power of Full Engagement

Possible practices

Principle 4: Positive energy rituals—highly specific routines for managing energy—are the key to full engagement and sustained high performance. - The Power of Full Engagement

Habits and Practices

Habit: A recurrent, often unconscious, pattern of behavior that is acquired through frequent repetition.

Practice: A repetitive act consciously practiced for explicit benefit, improved over time (gets better and better with lots of practice); a habit is not a practice; a practice that becomes a habit loses its value.

Possible practices: Capacity cultivation

STRENGTHS/ENERGY: Where are you most energized in your current work? What drains you?

LEARNING: Where are you exploring your learning edges in your work? What support do you have/need in these spaces?

EMOTIONALLY CONNECTED: Are you on teams that are nurturing to you? What makes those teams effective?

RHYTHM AND PACING: How do you feel about the rhythm and pacing of your work? Do you prefer a steady, regular rhythm or cycles of slower and intense or otherwise?

Possible practices: Time tracking

1) Define your inquiry: What do you want to pay attention to? How will you categorize your time? When will you track?

2) Choose your tool: Virtual or paper?

Moleskine Hacks – google it!

Toggl, Harvest, Trigger, Tick

3) Commit to reflection: When and how will you review the data? Self reflection or accountability buddy?

Possible practices: Work forecasting

SHANNON ELLIS - 2018 WORK FORECAST

HOURS	5 WEEKS	4 WEEKS	4 WEEKS	4 WEEKS	5 WEEKS	4 WEEKS	4 WEEKS	5 WEEKS	4 WEEKS	4 WEEKS	5 WEEKS	4 WEEKS	TOTAL
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
	1 thru 2	5 thru 2	5 thru 30	2 thru 27	30 thru 1	4 thru 29	2 thru 27	30 thru 31	3 thru 28	1 thru 26	29 thru 30	3 thru 28	
[195] CP Holidays	24	8	8		8		8		8		16	24	104
[195] PTO				40		24	72					64	200
[195] Practice Home	50	40	40	30	50	40	10	50	40	40	50	20	460
[195] GLO Activities													0
[CIRCLE] BPDEV	12.5	10	10	7.5	12.5	10	2.5	12.5	10	10	12.5	5	115
[CIRCLE] Cohort Leadership Programs	2	2	2	1.5	2.5	2	0.5	2.5	2	2	2.5	1	22.5
[CIRCLE] Employee Relationship Circle	2	2	2	1.5	2.5	2	0.5	2.5	2	2	2.5	1	22.5
[CIRCLE] Management & Operations	44	44	44	30	50	40	10	50	40	40	50	20	462
[108] Fundraising				24									24
[500] Communications & Field Building													0
[302] Public Program Workshops		12	12			28		12	12	12	12		100
HIVE	60	15	15	15	60	15	60						240
OELDP (Kresge)	5	22	30	2									59
													0
Time Available	0.5	5	-3	8.5	14.5	-1	-3.5	70.5	46	54	54.5	33	279

Possible practices: GTD

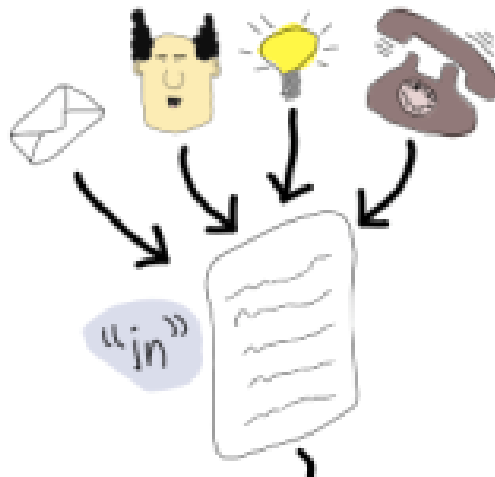


Getting Things Done By David Allen

Possible practices: GTD

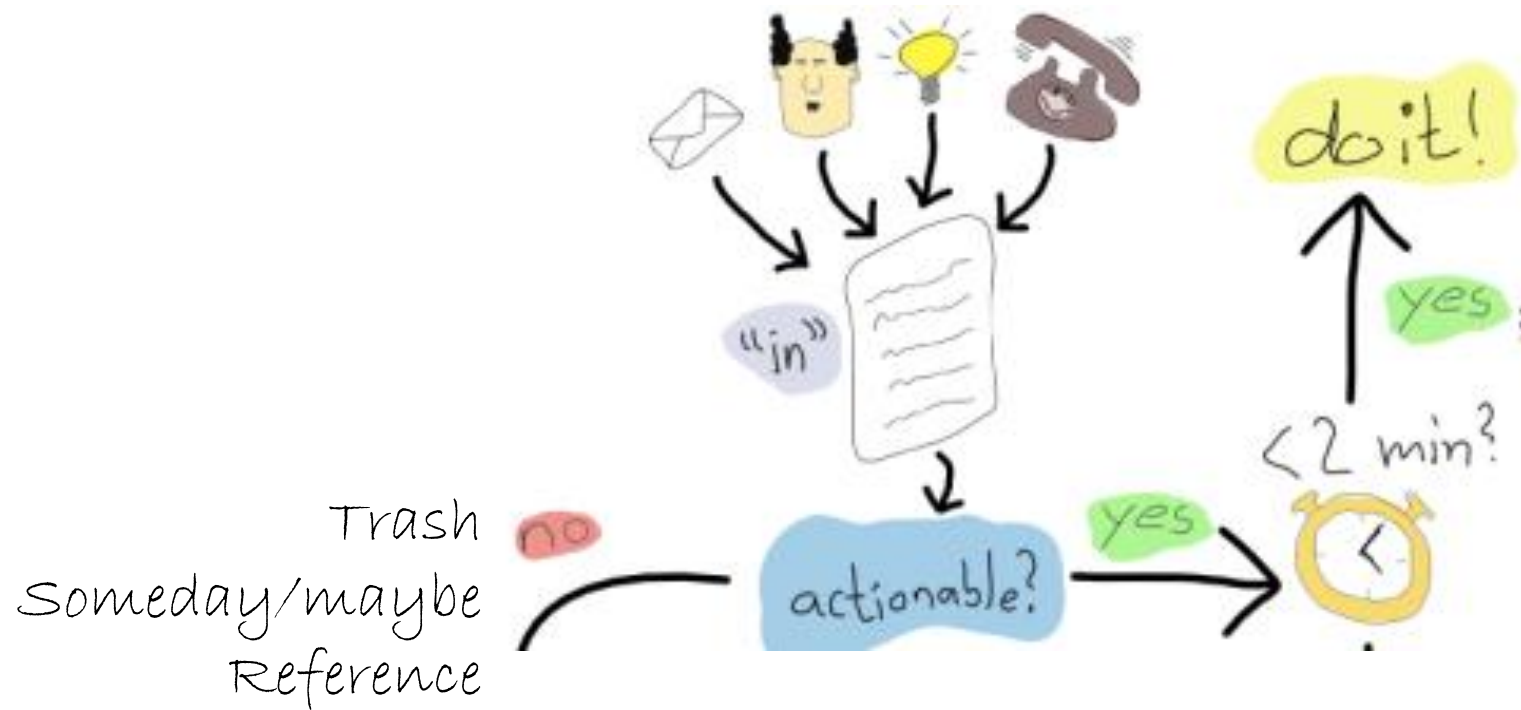


"Your mind is a great place to have ideas, but a terrible place to store them."
--David Allen, Getting Things Done

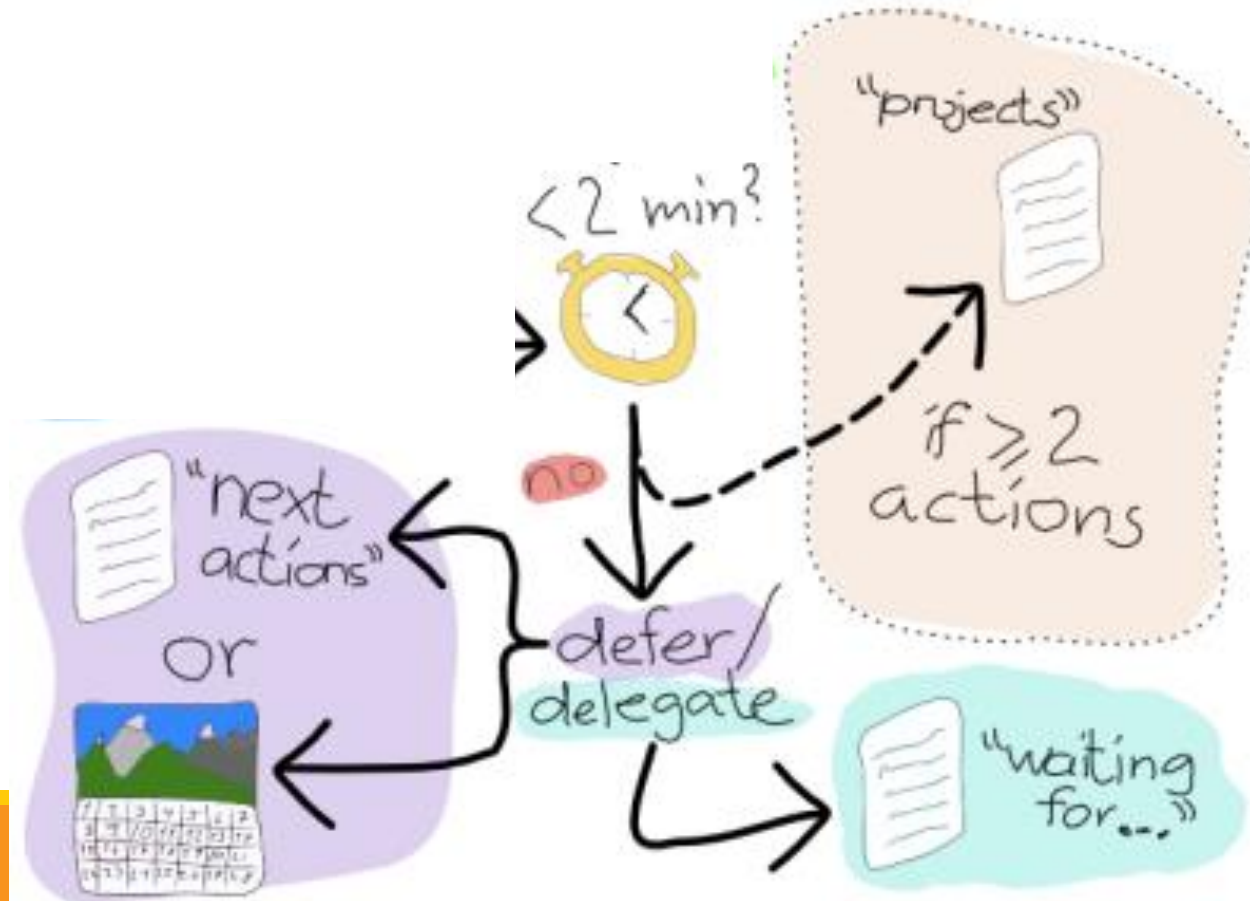


"open loops," "incompletes," or "stuff"

Possible practices: GTD



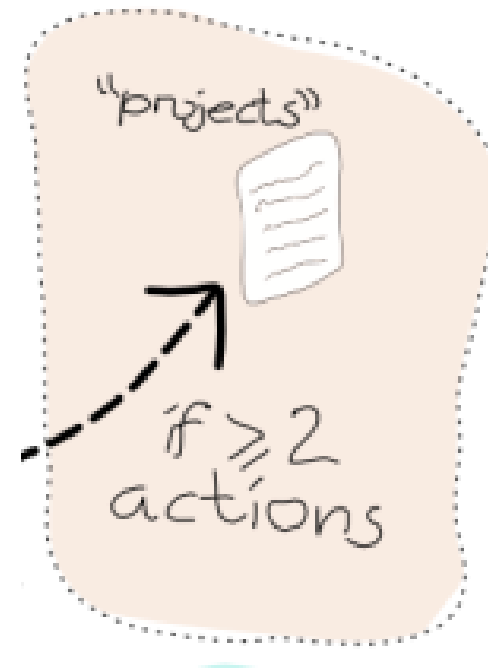
Possible practices: GTD



Possible practices: GTD



- Pick an "incomplete" that requires more than two steps to complete
- Write down a description of the successful outcome in one sentence. What is your definition of "done"?
- Write down the next action (or more) to move toward the desired outcome



Possible practices: GTD



DAILY REVIEW 5-10 minutes/day	WEEKLY REVIEW 15-30 minutes/week	MONTHLY REVIEW 30-60 minutes a month
<p>Every morning and/or evening conduct a review:</p> <ol style="list-style-type: none">1. CLARIFY AND ORGANIZE new items that have accumulated in your capture. Now, your capture should be cleared out.2. REFLECT on items left over from yesterday that were marked TODAY but you didn't get to? Review them and decide if they remain TODAY, or if you want to prioritize them otherwise.3. Choose priority items for TODAY.	<p>Every week (e.g. Monday mornings or Friday afternoons) conduct a review:</p> <ol style="list-style-type: none">1. Do the DAILY REVIEW, <u>plus</u>:2. Review WAITING and decide if a follow-up or reminder is needed, if so, add that action.3. Review all the NEXT ACTIONS and CALENDAR prioritize the work for the week.	<p>Every month (e.g. last Friday of the month) conduct a review:</p> <ol style="list-style-type: none">1. Do the DAILY AND WEEKLY, <u>plus</u>:2. Review SOMEDAY / MAYBE for any new next actions.3. Review the status of PROJECTS for any new next actions, add and prioritize action items as needed.

Possible practices: GTD



Select which next actions to work on next by considering where you are (the "context", e.g. at home, at work, out shopping, by the phone, at your computer, with a particular person), time available, energy available, and priority.

Closing

- Recording and resources will be sent
- Please complete evaluation link
- Closing reflections