

Facilitator Notes

- Slido



Presented By: Dr. Bev Vitali
Director

Institute for Leadership Development
Christian Brothers University



Managing Your Energy Along With Your Time





Grab paper and a pen or pencil for an activity later in the webinar

As you enter the webinar, type the following in the chat:

- Your name, title and organization
- On a scale of 1 (extremely low) – 10 (extremely high), how would you describe your energy level right now?

OVER 15 MILLION SOLD

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Powerful Lessons
in Personal Change

With a New
Foreword and
Afterword
by the Author

"A wonderful book that could change your life."
—Tom Peters, bestselling author of *In Search of Excellence*

Stephen R. Covey

Daniel H. Pink

WHEN

THE SCIENTIFIC
SECRETS OF
PERFECT TIMING

NEW YORK TIMES bestselling author of
DRIFT and *TO SELL IS HUMAN*

NEW YORK TIMES BESTSELLER

"Combines the gritty tough-mindedness of the best coaches with the gentle but
insistent inspiration of the most effective spiritual advisors." — *Fast Company*

The Power of Full Engagement

Includes
the Complete
Full Engagement®
Training System

*Managing Energy, Not Time,
Is the Key to High Performance
and Personal Renewal*

JIM LOEHR and TONY SCHWARTZ

Based Upon Research and Best Practices

Too much work, too little time

What do you do, when you have looming deadlines and work piled on your plate?

More hours???

- Physical, mental, emotional, and spiritual expense
- Decreased levels of engagement
- Increased levels of distraction
- Higher turnover rates
- Soaring medical costs



TIME VERSUS ENERGY

- Time is finite
- Energy is renewable
- Energy comes from four main wellsprings in human beings
 - Body
 - Emotions
 - Mind
 - Spirit

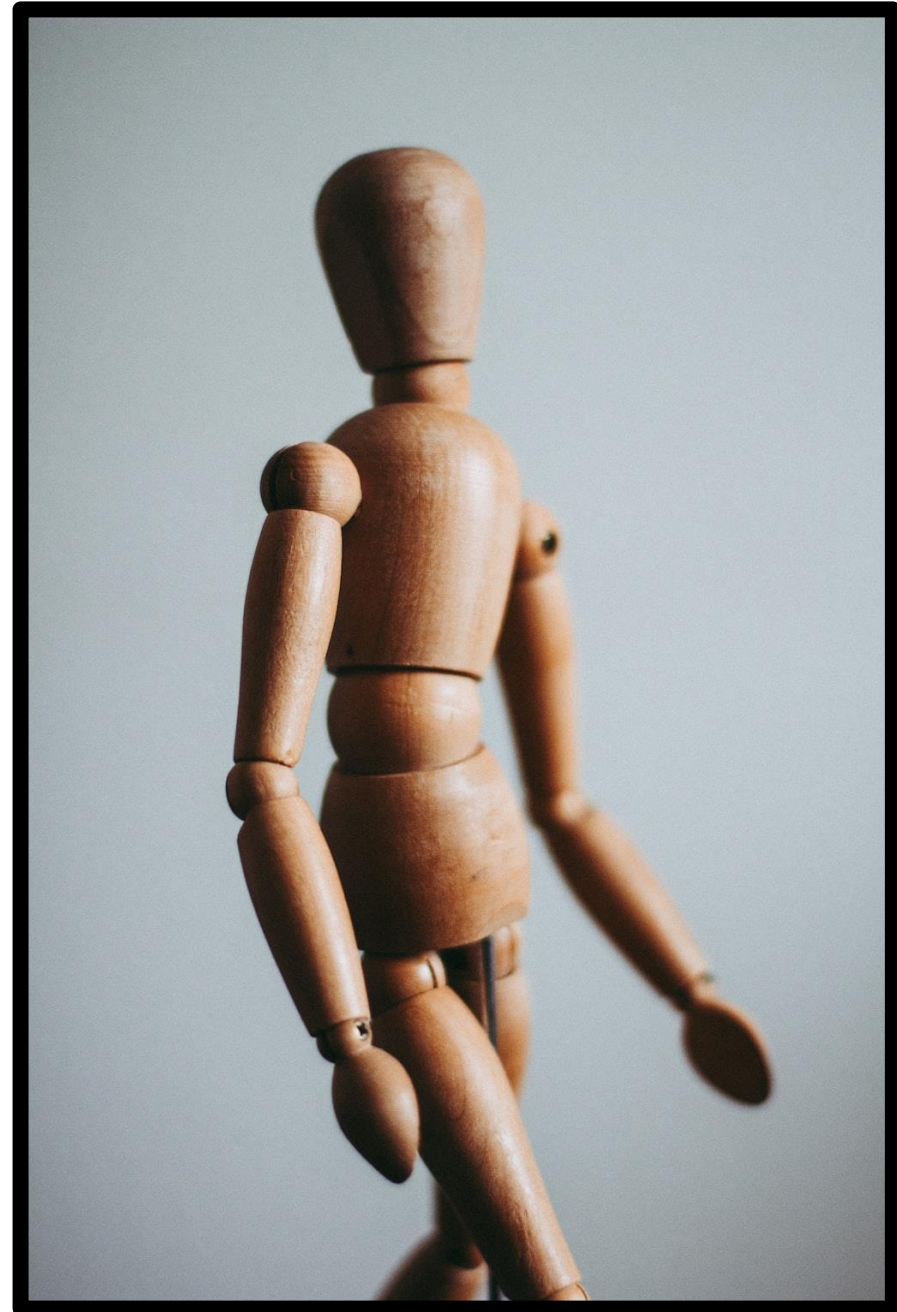


Establishing rituals - behaviors that are intentionally practiced and precisely scheduled, with the goal of making them unconscious and automatic as quickly as possible

THINK OUTCOMES, NOT INPUTS

Let's Start the
Conversation
with...

BODY



slido



How many of the following are TRUE for you?

ⓘ Start presenting to display the poll results on this slide.



Energy for the body

Sleep

Seven to eight hours

Have a bedtime

Food

Two to three small meals

Healthy snacks every three hours

BREAKS

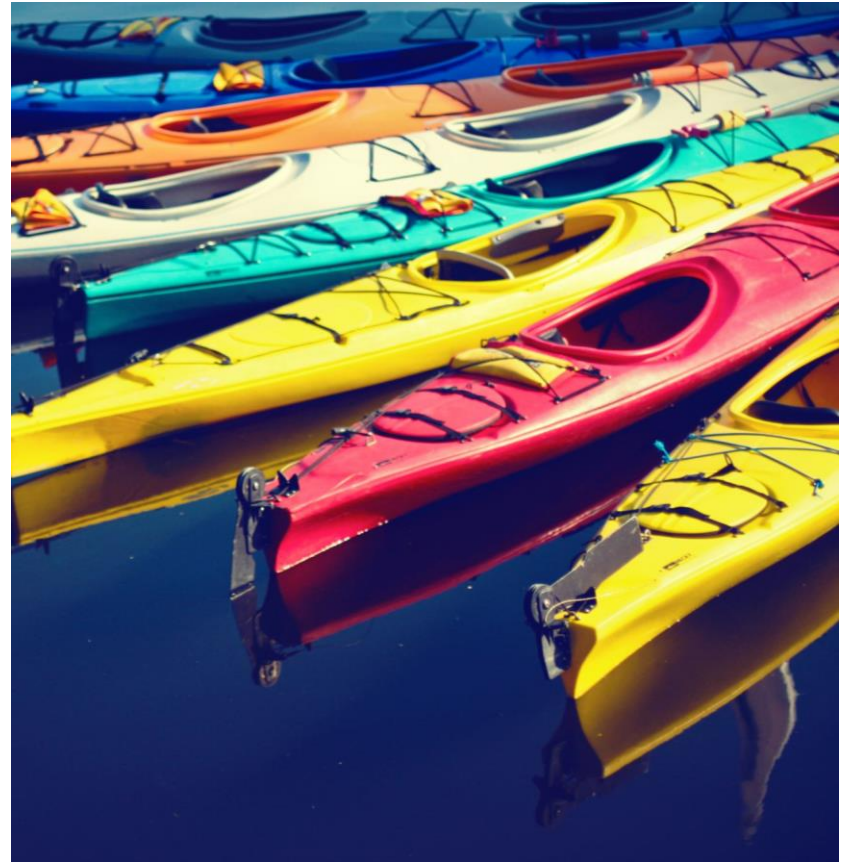
The length of break
less important than
establishing the ritual

- **Something is better than nothing**
- **Two strategies**
 - **Minimal (20/20/20)**
 - **Optimal Every 90 – 120 minutes**
 - Social is better than solo
 - Outside better than inside
 - Walking better than sitting
 - Talk with others about nonwork related topics
 - Do NOT take your phone
 - Treat lunch as another break



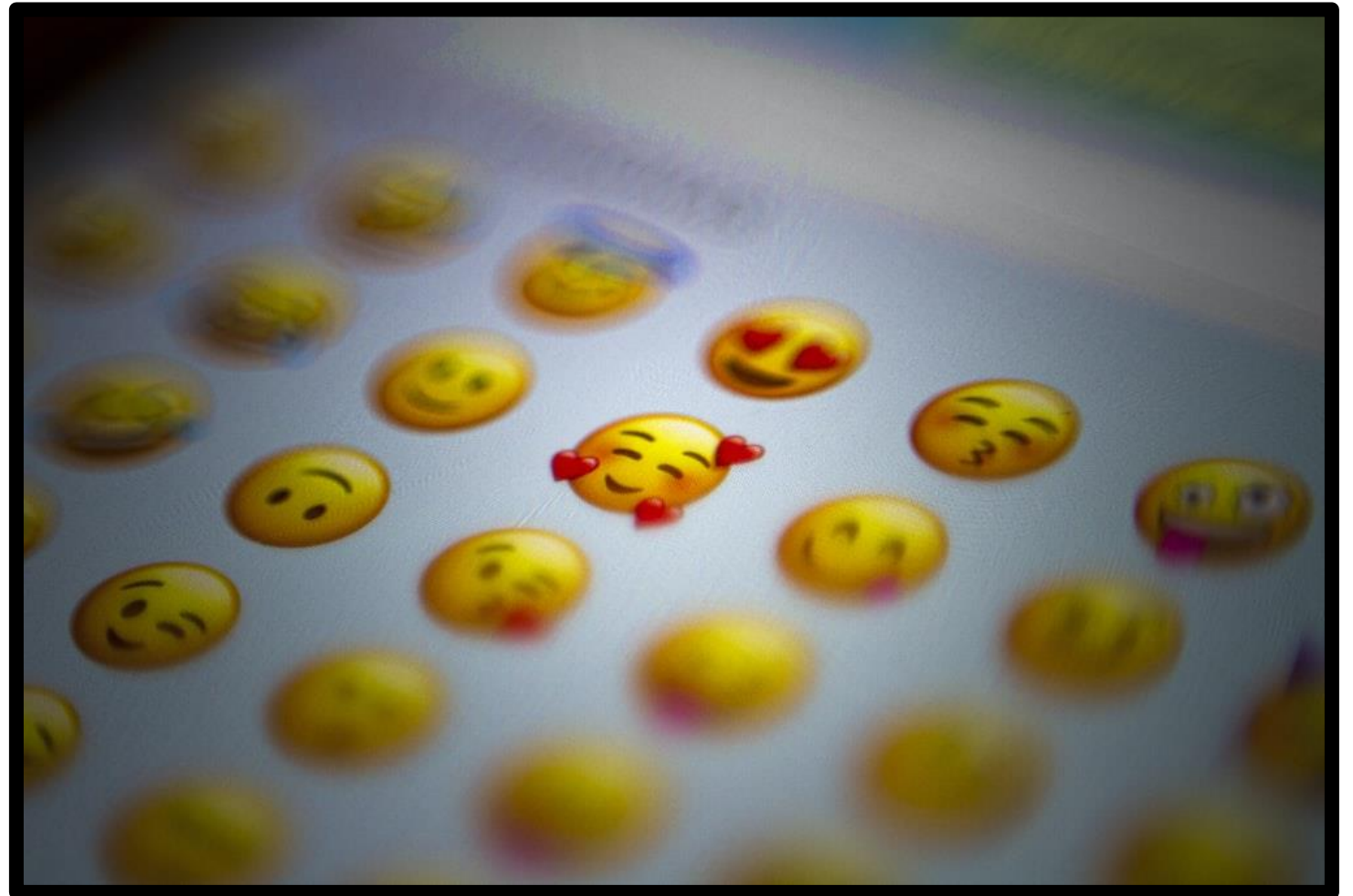
Exercise

- Morning – habit formation; better for weight loss; enduring mood boost
- Early evening– performance improves; speed is better; lung capacity is better; eye coordination is better; enjoy it more (probably because your body is warmed up)
- Between 1:00 and 4:00 is worst time



The Second
Energy Well-
Spring...

Emotions



slido



How many of the following are TRUE for you?

ⓘ Start presenting to display the poll results on this slide.



BREAKS FOR EMOTIONAL ENERGY

- Without breaks, we're not physiologically capable of sustaining highly positive emotions for long periods.
- Our tendency to slip into “fight, flight, or freeze” mode increases.
- We become irritable and impatient, anxious and insecure.
- Not able to think clearly, logically, or reflectively.

A hand is shown in the lower-left corner, holding a glowing, golden orb. The background is a soft, warm sunset or sunrise with a blurred horizon. The overall mood is peaceful and hopeful.

RITUALS FOR EMOTIONAL ENERGY

- **Deep abdominal breathing**
 - Count to four inhale, count to four exhale
- **Expressing appreciation to others**
 - Handwritten note, email, a call, or conversations
 - The more detailed and specific, the higher the impact
 - As with all rituals, set aside a particular time to do this

People can cultivate positive energy by learning to change the stories they tell themselves about the events in their lives.

- What might the other person be thinking/feeling?
- What will I think about this in 10 days, 10 months, 10 years?
- No matter what the outcome, how can I grow and learn from this experience?

The Third Energy Well- Spring...

Mind



slido



How many of the following are TRUE for you?

ⓘ Start presenting to display the poll results on this slide.



MULTITASKING EXPERIMENT

THE LIE OF MULTITASKING



Switching Tasks – Increases the amount of time necessary to finish a task by as much as 25%



Far more efficient to fully focus for 90 to 120 minutes, take a true break, and then fully focus on the next activity.



Go to another location (i.e. conference room, dining room, etc) away from phone and other distractions when working on something where you need to concentrate.



Check email only twice a day. (Tell your peeps if they are accustomed to immediate email replies.)

The Final
Energy Well-
Spring...

Spirit



slido



How many of the following are TRUE for you?

ⓘ Start presenting to display the poll results on this slide.

Energy for the spirit

- If the work you're doing really matters to you, you will typically feel more positive energy, be able to focus better, and demonstrate greater perseverance.
- Clarify priorities and establish accompanying rituals in three categories:
 - doing what you do best and enjoy most at work (11 minutes);
 - consciously allocating time and energy to the areas of your lives—work, family, health, service to others—you deem most important;
 - living your core values in your daily behaviors.

Time Management Matrix



Every week or month

- Use post-it notes
- Write down what you need to accomplish
- Put each post-it in one of the four boxes
- Carve out time for Box 2 – Be intentional
- Delegate or manage Box 3
- Eliminate Box 4
- Leave rest of time for Box 1

Rituals for the spirit



Quadrant Two



Block out time in advance



Choose a specific spot to show gratitude



Choose a specific spot to “turn off”

THINK WHEN, NOT HOW MUCH


Understanding your “when”

- Imagine the night before your day off
 - Not sleep-deprived
 - Not having to set your alarm
- When would you go to bed?
- When would you wake up?
- Mid-point?
- Before 4:30 AM? *Early Bird*
- After 4:30 AM? *Night Owl*



The way we are built


 80% are early birds (born, not made; changes during teenage, and elderly years)

 All of us go through three cycles each day – peak, trough, and recovery

 Explains 20% of variance in performance; also impacts mood and emotions

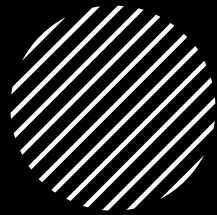
 Peak – analytical work (vigilant)

 Trough – administrative work (Seven hours after you wake up)

 Recovery – creative work



The dreaded trough



- Anesthesia errors are four times more likely at 3:00 p.m. than at 9:00 a.m.
- During colonoscopies, doctors find half as many polyps in PM exams than in AM exams.
- Hospital personnel much less likely to wash their hands during the PM than in the AM.
- Taking standardized tests in PM about the same as missing two weeks of school
- Taking breaks raised standardized test scores.
- Corporate Earnings calls – Lower sentiment on PM calls, even after controlling for good news/bad news. Impacted stock price.
- More likely to get parole first thing in morning and right after judge has taken break.
- Jurors decisions in morning – Robert Gardner vs. Roberto Gonzalez (equal verdicts). Jurors in afternoon – convicted Roberto Gonzalez more often (racial bias).



Caffeine and naps

Morning Coffee?

Cortisol starts us off. No need for caffeine until an hour later.

Caffeine Throughout the Day?

Ritual? Substitute decaf and a walk

Cappuccino in the afternoon?

Try a Nappuccino instead

Given what you heard today, what surprised you the most?

Based on what you learned today, what change will you make in your life going forward?

Questions?

Contact Information:

Dr. Bev Vitali

Director

Institute for Leadership Development

Christian Brothers University

Memphis, TN

bvitali@cbu.edu