

Manage Energy NOT Time



David Hanlon
November 2010



Which is correct?



	True	False
1. Downtime is productive time.	<input type="checkbox"/>	<input type="checkbox"/>
2. The energy which keeps me alert and fit is different to that required for a clear purpose.	<input type="checkbox"/>	<input type="checkbox"/>
3. To achieve my goals I must think of my career as a marathon rather than a series of sprints.	<input type="checkbox"/>	<input type="checkbox"/>
4. Effective managers' seek to avoid stress for themselves and their staff.	<input type="checkbox"/>	<input type="checkbox"/>
5. Skillfully investing time in things and people you care about brings harmony and fulfillment.	<input type="checkbox"/>	<input type="checkbox"/>

SOURCE: ADAPTED FROM "THE HUMAN PERFORMANCE INSTITUTE"



Which is correct?



	True	False
1. Downtime is productive time.	✓	
2. The energy which keeps me alert and fit is different to that required for a clear purpose.		✓
3. To achieve my goals I must think of my career as a marathon rather than a series of sprints.		✓
4. Effective managers' seek to avoid stress for themselves and their staff.		✓
5. Skillfully investing time in things and people you care about brings harmony and fulfillment.	✓	

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Which is correct?



	True	False
6. Personal effectiveness requires a highly developed capacity for self-discipline and will power.		
7. High achievers have a clear sense of purpose.		
8. A detailed "To Do" list updated daily is the most important tool in effectively managing time.		
9. Multitasking is an acquired skill and is essential to success in today's complex business environment.		
10. Time management is a skill.		

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Which is correct?

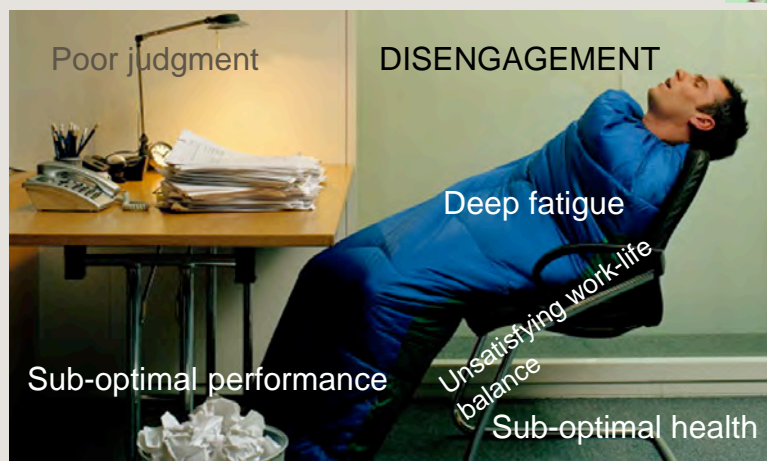


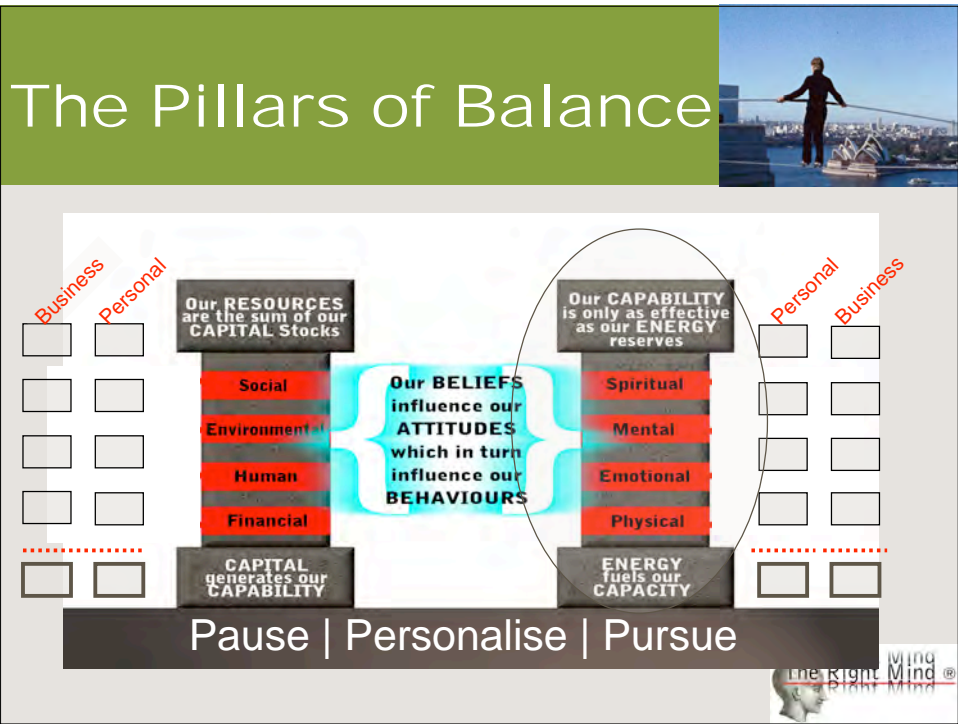
	True	False
6. Personal effectiveness requires a highly developed capacity for self-discipline and will power.		✓
7. High achievers have a clear sense of purpose.	✓	
8. A detailed "To Do" list updated daily is the most important tool in effectively managing time.		✓
9. Multitasking is an acquired skill and is essential to success in today's complex business environment.		✓
10. Time management is a skill.	✓	

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The human ENERGY Crisis





Purpose

FACT:

- The average person is working at no more than 50% of capacity
- The average person is average because they have **NO DEEP PURPOSE**

Commitment Passion Integrity

The Right Mind
RIGHT MIND

Mental



FACT:

- 60,000 to 70,000 thoughts per day
- 70% of the things we will think about today we thought about yesterday!!

Laser focus

Fully present

Vision



Emotional



FOCUS:

- Acceptance vs blaming (Blaming consumes double the energy as Acceptance)
- Influence vs concern (Focus on only that which you can influence)

Acceptance

Confidence

Empathy



Physical



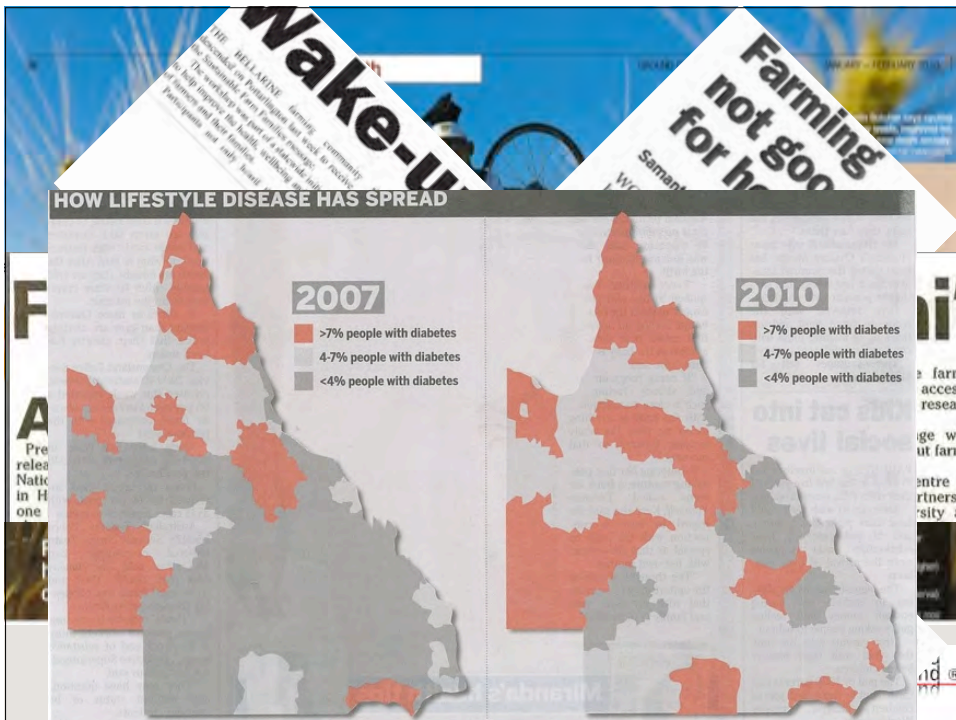
FACT:

- Obesity and Diabetes doubling every 10 years
- Farm stats far worse than urban
- Link to Fitness and Mental Health

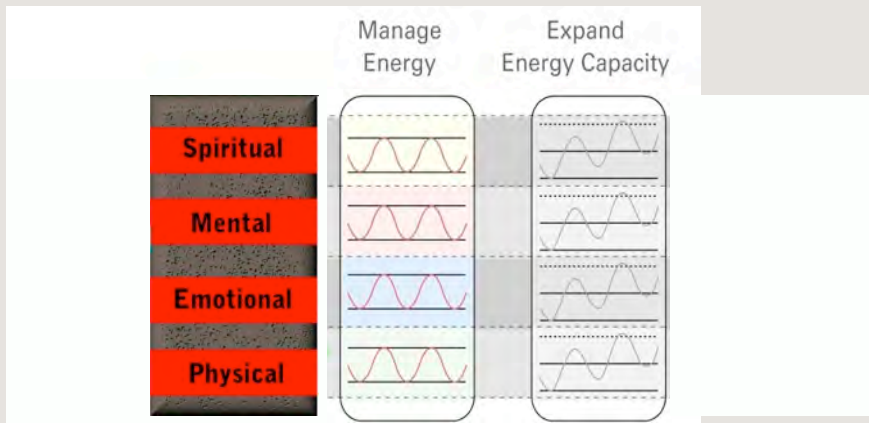
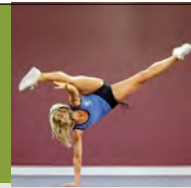
Rest/Recovery

Diet

Exercise



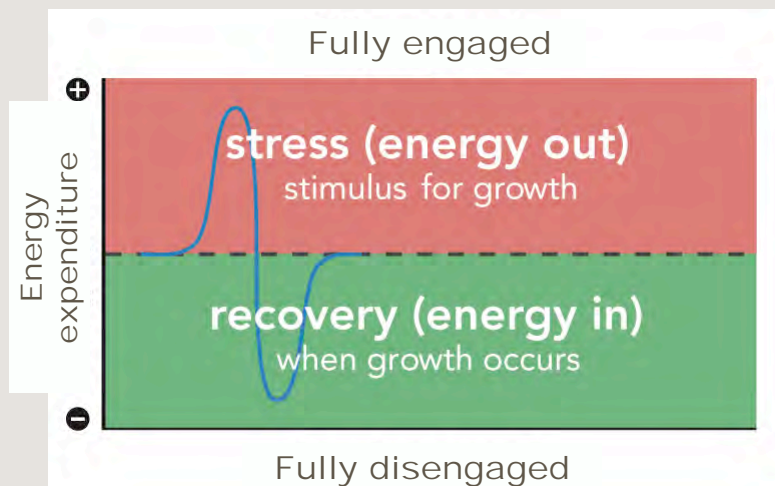
Growing capacity



Expanding all four energies creates enormous time effectiveness



Balanced energy expenditure



New habits



We are creatures of habit and routine



Rituals



ESSENTIAL PARTS:

1. TARGETED Muscle (eg. Impatience)
2. Focus on WHAT you WANT (not what you don't want)
3. Specific Actions and MANTRAS

Values

Energy

Time

The essential link between PURPOSE and your RESPONSE to the immediate world



Rituals



DAILY: **10 MINS**

1. Ten Minutes Reflect (Yesterday/Today)
2. To Do List
3. Most Important 2 - NOW

Focus

Affirmation

Energy

PAUSE PERSONALISE PURSUE



Rituals



WEEKLY: **ONE HOUR**

1. Reflect - Good things
2. Check - What got done - Big Issue
3. Check - progress against 90-day goals

Focus

Affirmation

Energy

PAUSE PERSONALISE PURSUE



90-day top 5 goals



Who	When	October				November				December			
		1	2	3	4	1	2	3	4	1	2	3	4
BUSINESS	1. Prepare evaluation of new property purchase	-	-	1	2	2	3	5	5	7	7	8	10
ALEX													
JANE													



Take homes



1. Energy Governs all of us
2. Link 90 day goals and daily tasks to PURPOSE
3. STRESS then REST all FOUR energies

PAUSE

PERSONALISE

PURSUE



Take homes



Time - can only be divided



Energy can be created and expanded



Thank you



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