

MANAGING YOUR ENERGY

How To Reignite the Fire

With the hectic pace of life, sometimes it may seem hard just to keep up. Trying to balance work, relationships and the rising demands of day-to-day life can exact a relentless toll. The consequences often take form in feeling pressured, overburdened, distracted, disengaged and ultimately, burned out.

So what's the solution? How can you reignite the fire within and keep it burning bright? The answer lies in learning to manage our energy, to value, cultivate and regularly renew this precious resource. "If you can learn to manage your energy more skillfully, you will be able to accomplish more, in less time, at a higher quality, with a better quality of life," says Tony Schwartz, author of the bestselling *The Power of Full Engagement: Managing Energy Not Time Is the Key To High Performance*.

Schwartz, who for 25 years has studied and trained professional athletes, FBI hostage rescue teams, emergency room physicians and business leaders to help them improve and sustain their performance under pressure—and still have a life—believes that these same principles can be learned and applied to everyday living.

To function at our best, we need to draw on four separate sources of energy.

Physical energy is fundamental and it is fueled by good nutrition, a high level of fitness, sufficient sleep and, perhaps surprisingly, positive body language.

Optimal emotional energy is fueled by connection to others, and the regular experience of joy and gratitude. It is characterized by security, confidence, empathy, optimism and resilience.

Mental energy fuels focus. Cultivating mental energy makes it possible to move more freely between narrow, concentrated focus and open, creative, big picture focus.

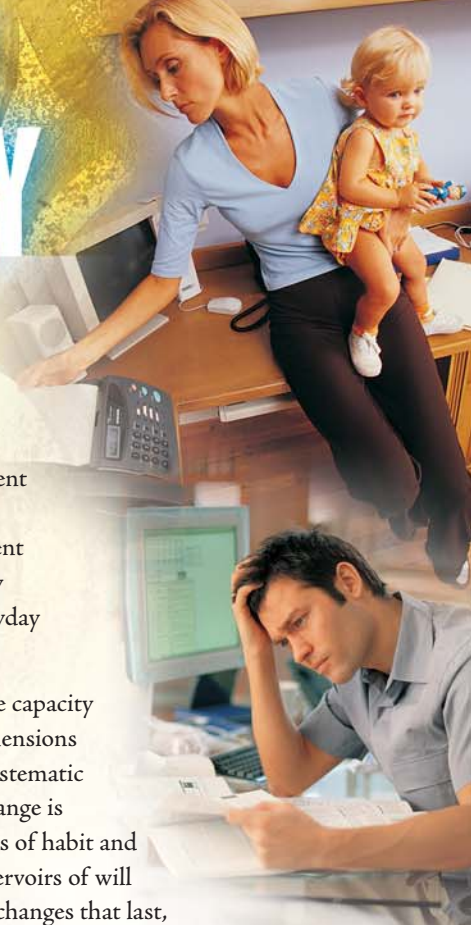
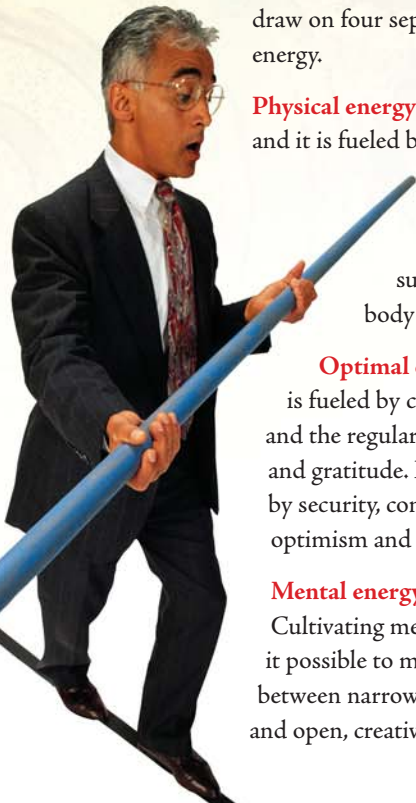
Spiritual energy fuels passion, commitment and perseverance. It is grounded in a commitment to something larger than ourselves and an alignment between our most deeply held values and our everyday behaviors.

The key to building more capacity in each of these four dimensions is training in the same systematic way that athletes do. Change is difficult. We are creatures of habit and we each have limited reservoirs of will and discipline. To make changes that last, we must build highly specific new behaviors—positive rituals that become automatic and no longer require conscious effort.

Brushing your teeth is an example of a ritual. Jogging several days a week at the same time is a ritual. Reading to your children at bedtime is a ritual. Positive rituals assure that your best intentions get translated into regular behaviors. Take the Energy Audit on the reverse page and identify your biggest energy deficits. Then build one or two rituals designed to increase your capacity. Following are key steps in building rituals.

FIVE KEYS TO BUILDING RITUALS

- ⊙ Target only one or two behaviors at a time.
- ⊙ Program for success: Successful small changes are preferable to ambitious efforts that fail.
- ⊙ Be highly specific: Define the precise behavior you intend to do, the time you intend to do it and don't vary either one.
- ⊙ Focus on doing rather than not doing. If you want to eat better, don't try resisting sweets, for example. Instead, replace them with more nutritious snacks.
- ⊙ Cultivate support: Tell at least one person in your life what you are doing, and hold yourself accountable by emailing that person every day for 30 days to report on your progress.



The Energy Project Audit

HOW WELL ARE YOU MANAGING YOUR ENERGY?

1. Almost never
2. Infrequently
3. Sometimes
4. Most of the time
5. Almost always

SCORING GUIDE:

By Category

| | |
|----------|---|
| 22-25 | On fire. You have nailed this dimension. |
| 17-21 | Good energy management skills, but room for improvement. |
| 13-16 | Some energy management skills but this dimension needs attention. |
| 10-12 | Serious energy management deficits, needs significant work |
| Below 10 | Crisis-level deficits. Demands your immediate attention. |

Overall Scores

| | |
|----------|--|
| 111-125 | You are a model of balanced energy management. |
| 95-110 | You have many strengths, one or two weaker areas. |
| 75-94 | Moderate strengths, significant deficits. |
| 50-74 | You are at very high risk for burnout. |
| Below 50 | It's amazing you are functioning. Take action now! |

This questionnaire created by Tony Schwartz. For more info go to www.theenergyproject.com.

PHYSICAL

- I exercise at least three times a week. _____
- I eat small, nutritious snacks every two to three hours. _____
- I get 7 to 8 hours of sleep a night. _____
- My level of energy is consistent and high throughout the day. _____
- I eat a nutritious breakfast. _____

Physical Score

EMOTIONAL

- When I experience setbacks at work I am able to recover my positive outlook quickly. _____
- I feel relaxed and in control despite the pressures at work. _____
- I have a good balance between taking care of myself and caring for others. _____
- I feel secure and confident. _____
- I am optimistic and forward-looking, rather than negative and blaming. _____

Emotional Score

MENTAL

- I focus well and shut out distractions at work. _____
- I take time to think about long-term issues and strategy at work. _____
- I set priorities and manage my time well. _____
- I can step back and see the big picture even under pressure. _____
- I am creative and imaginative. _____

Mental Score

SPIRITUAL

- I feel that my work makes a significant positive contribution to others. _____
- I act in accordance with my most deeply held values, even under stress. _____
- I am passionate about my work and highly committed to what I do. _____
- I derive a sense of meaning and purpose from my work. _____
- I have a mission in life that is bigger than myself. _____

Spiritual Score

RENEWAL

- I create clear boundaries between work and home. _____
- I am able to leave work behind at the end of the day. _____
- I take a break every 90 minutes to 2 hours at work. _____
- I create time in my life for activities that I find enjoyable and satisfying. _____
- I am still energized and able to engage when I get home at night. _____

Renewal Score

OVERALL SCORE
