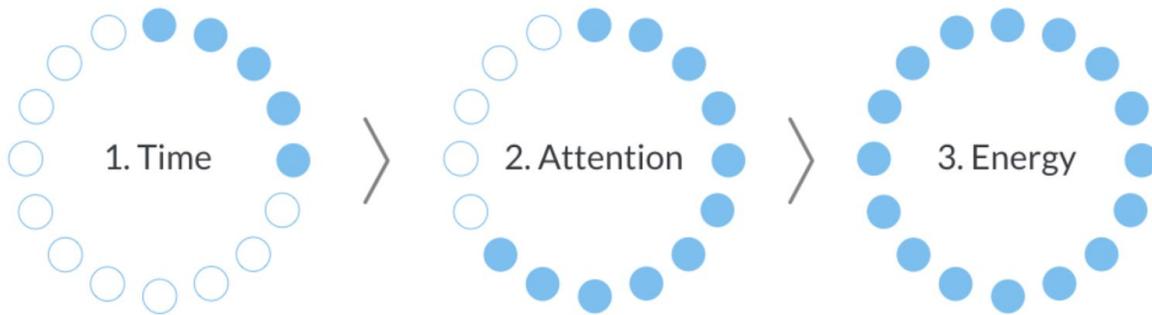


# PRODUCTIVITY LAB - ENERGY



## What is energy management?



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



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



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



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

*Source: 'Humans Are Not Machines': Tony Schwartz On the 4 Pillars of Optimizing Energy*

## PHYSICAL HEALTH



### Sleep.

- Are you getting enough sleep? 6-9 hours
- Do you go to sleep and wake up at roughly the same time each day? Creating a routine helps you to fall asleep and wake up more easily.
- Do you have healthy habits for before you fall asleep and for getting back to sleep after you wake up? Avoid screen time, employ mindfulness strategies, use calming white

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noise.

Nutrition.

- Are you eating healthy whole foods? Are you avoiding heavily processed foods, junk food, and unhealthy snacks?
- Do you schedule weekly grocery trips? Routine grocery shopping will help to ensure you have healthy whole food at home to avoid unhealthy last-minute delivery.

Exercise.

- Do you know what kind of exercise or sport you enjoy? If so, establish a weekly routine that incorporates variety.

Rest & Renewal.

- Do you take short breaks during the day that help you to re-energize? Take a walk, eat a small healthy snack, chat with a friend, read for a few minutes.

### EMOTIONAL HAPPINESS



Negative vs. Positive Energy.

- Are you aware of your positive vs. negative emotions and responses? If you ignore the signs, it could lead to burnout.

Take Positive Actions.

- Do you have a toolkit of positive actions to take in order to manage negative emotions? Exercise, be kind to others, talk to a friend (but don't dwell too long on the negative), distract yourself for a few minutes, spend time outside, think of the positive things in your life.

Be Rational.

- Turn emotion into reason by asking these questions: How do I feel about this situation? What actions can I take to address it? What effect would those actions have? Do these actions fit with my values? Who could help me to think through the right choice?

### MENTAL FOCUS



Tune out distractions.

- Are you able to tune out distractions? Turn your phone off. Cancel your Netflix

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subscription. Disable your wifi. Set aside a specific time and place to do your work.

- Does worry or anxiety have you down? Have a worry journal. Jot down your thoughts or worries in your journal to externalize them and serve as a place keeper.

Single-Mindedness.

- Do you find it easy to stay alert or are you easily distracted? Try to avoid multi-tasking.
- Use mindfulness strategies, such as meditation or deep breathing exercises.

Task Oriented.

- Do you set goals and break projects into smaller parts? Focus on what you want to accomplish and chunk it up. Estimate how long each part will take and when you will do it. Set a timer and try to hit each intermediary goal.
- Do you take short breaks and then get back to work? Try the Pomodoro Method--work 25 minutes, take a 5-minute break, rinse & repeat.

## SPIRITUAL PURPOSE



Meaning. Connection. Value.

- Where do you find beauty in the world? In nature? With friends and family? Take time to spend in those places.
- What do you value? Joy. Hard work. Respectfulness. Compassion. Think about and define what you value. Then, take stock of your goals and day-to-day activities. Do they line up?

Silence.

- Build silence into your life. Prayer, meditation. Taking a walk. Making art or not making art. Spending time with friends and family without the television and with phones put away.