

# Manage Your Time and Energy:

## A Path to Personal Sustainability

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WEBINAR: FEBRUARY 11, 2020

PRESENTER: SHANNON ELLIS



Leadership Development Program

# *Webinar Objectives*

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- **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*

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I: Exploring time and energy

II: Rhythm and pacing

III: Time as a resource

IV: Possible practices

# *Exploring time and energy*

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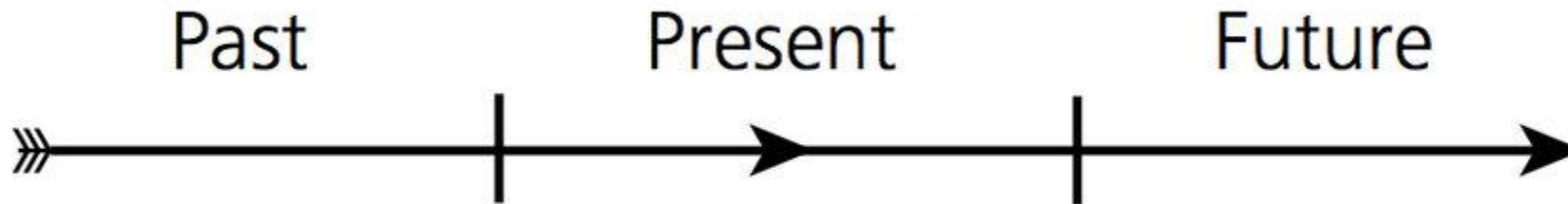
DOMINANT VIEW: “Time is money”



# *Exploring time and energy*

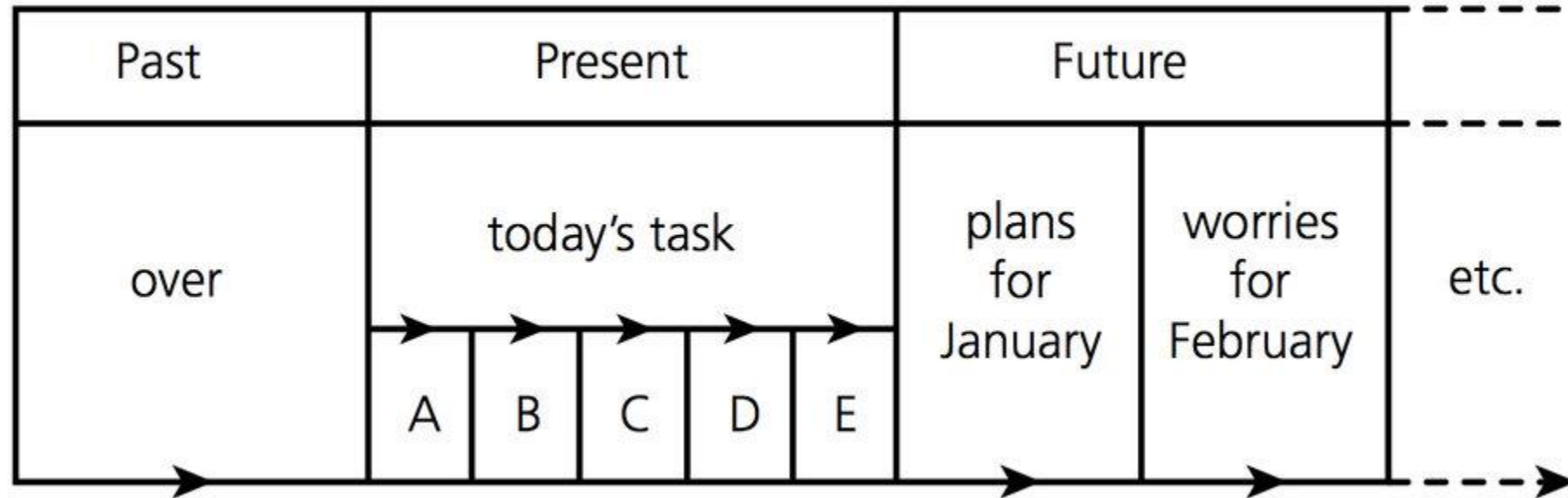
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## Linear concept of time



# Exploring time and energy

## Linear concept of time



# *Exploring time and energy*

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“Nature does  
not hurry,  
yet everything  
is accomplished”

– Lao Tzu

# *Exploring time and energy*

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Cyclical concept of time



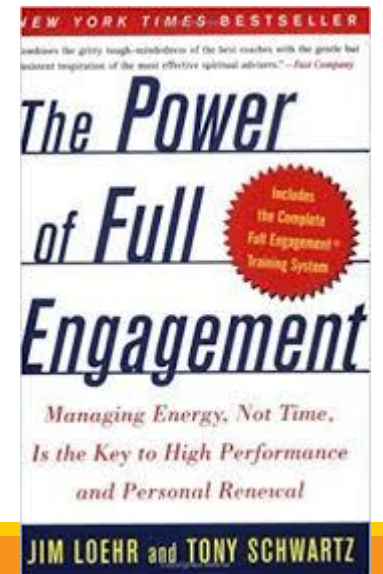


# Exploring time and energy

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“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*

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**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*

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## **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*

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In which areas are your energy stores running low?

Where are your natural energy management strengths?

What are some strategies for renewal?

# *Rhythm and pacing*

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# Rhythm and pacing

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## **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*

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**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*

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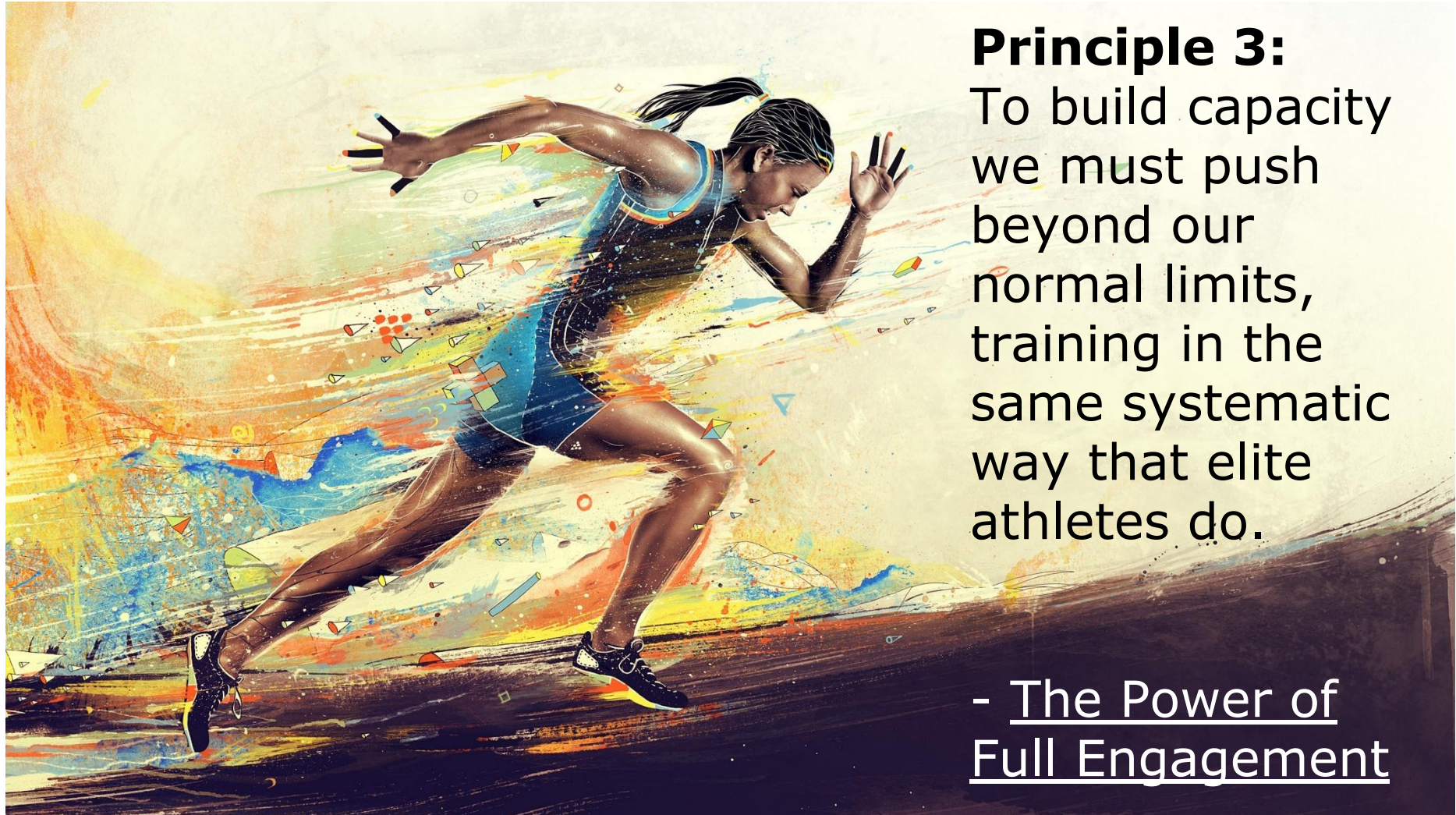
What are the natural rhythms of your work and the work of those around you?

What is your experience of when these are coordinated well? What happens when they are not?



# *Rhythm and pacing*

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**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

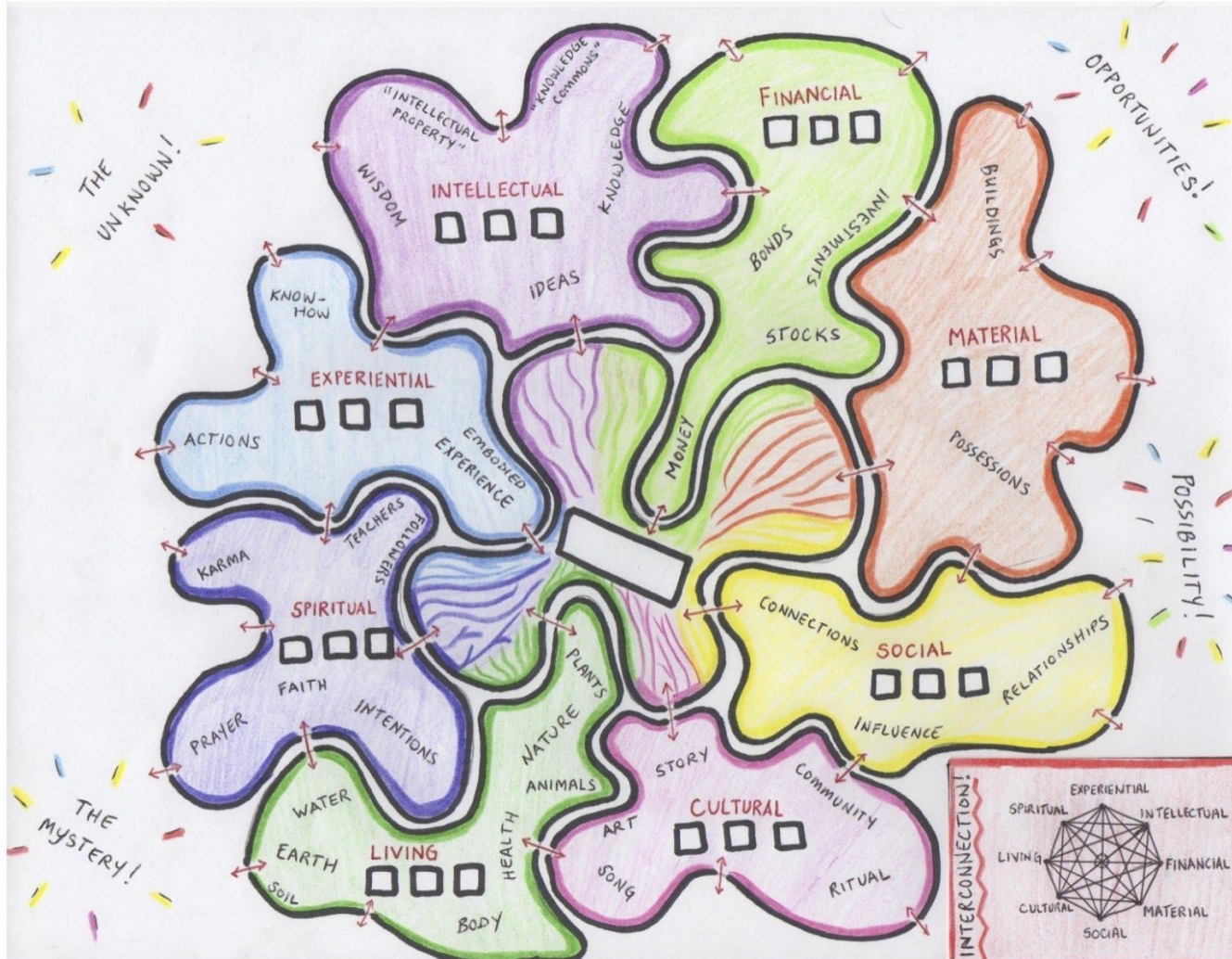
## *Time as a resource*

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**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 as a resource



## 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.

# *Time as a resource*

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- day-to-day tending
- inflows and outflows
- influenced by conditions



- grows over time
- depth and regeneration
- create new conditions

# *Possible practices*

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**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*

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**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*

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**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? How will you capture learnings?

# Possible practices: Work forecasting

Shannon Ellis - 2020 WORK FORECAST														
HOURS	5 WEEKS	4 WEEKS	4 WEEKS	5 WEEKS	4 WEEKS	4 WEEKS	5 WEEKS	4 WEEKS	4 WEEKS	5 WEEKS	4 WEEKS	5 WEEKS		
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC		
	30 thru 2	3 thru 1	2 thru 29	30 thru 3	4 thru 31	1 thru 28	29 thru 2	3 thru 30	31 thru 27	28 thru 1	2 thru 29	30 thru 3		TOTAL
[195] CP Holidays	16	8			8		16		8		16	24		96
[195] PTO	16			40			8				24	24		112
[195] Practice Home	16	32	32	32	24	32	24		32	40	24	24		312
[CIRCLE] Employee Relationship Circle	9	19	19	24	15	19			6	10	6	6		133
[CIRCLE] Management & Operations	20	40	40	40	30	60			18	50	18	29		345
[CIRCLE] Business & Project Development	8	16	16	16	12	16			14	22	14	14		148
[CIRCLE] Cohort Leadership Programs	2	4	4	4	3	4			3	5	3	3		35
[CIRCLE] Public Program (incl 302-COORD)	2	4	4	4	3	4			3	5	3	3		35
[500] Communications & Field Building	20													20
[302] PTP Curricula Development			32	32	32									96
[302] Public Program Workshops-Delivery	4	4	4	4	4	4			4	6	6	6		46
[302] Org Equity Program - Public	10													10
Org Equity Program (FUEL 2.0)	64	19	15	25	61	3								187
HIVE Cohort 2	10	8	8	10	8	8								52
Time Available	3	6	-14	-31	-40	10	0	0	40	62	46	67		149



## *Possible practices*

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What practices might support you in making more intentional choices around how you use your time?

What would you like to learn more about or pay specific attention to relating to your relationship with time?

# *Closing*

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- Recording and resources will be sent
- Closing reflections