



CompassPoint presents

Manage Your Time & Energy:

A Path to Personal Sustainability

Facilitated by Shannon Ellis & spring opara
Hosted by Learkana Chong

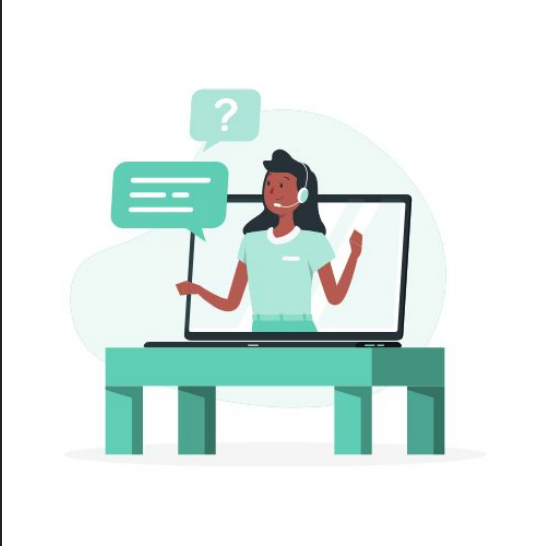


About CompassPoint



Zoom Meeting

Enter Full Screen



Mute/Unmute and audio settings

Camera On/Off
Virtual background settings found here

Chat Box

Reactions

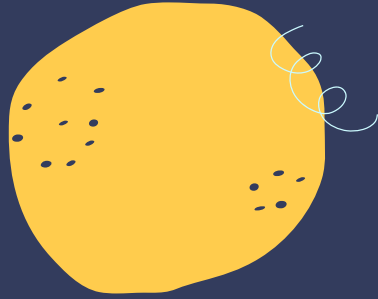
Name/Pronouns

Unmute Start Video Security Participants Chat Share Screen Record Closed Caption Breakout Rooms Reactions End

Full screen, or minimize zoom screen

Gallery view Option (recommended)

Simone (she/her) Thelemaq...

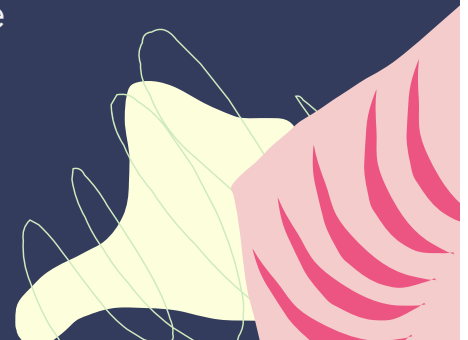


Series Objectives

Start to identify obstacles (internal, interpersonal, and institutional) that are hindering personal sustainability.

Understand a framework for energy management that includes the four core energy needs: physical, emotional, mental, and spiritual.

Learn strategies and practices for better time management and personal organization.



Today's Agenda



2. Self-Discovery &
Energy Management



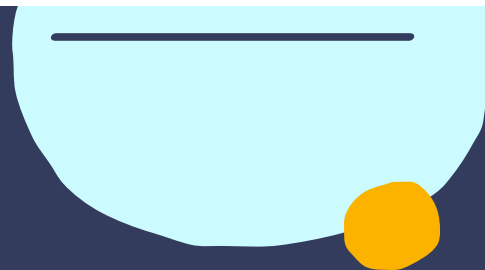
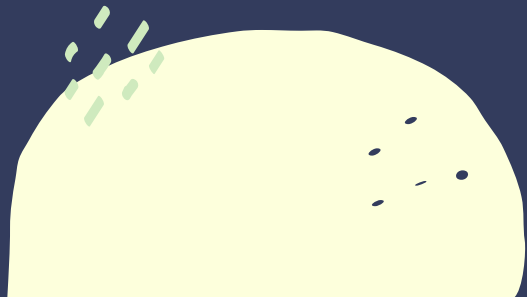
1. Welcome &
Foundation Setting



3. Clarifications &
Closing

Community Intentions

- One Mic
 - Take the learning, leave the story
 - BYOB (Be Your Own Boo)
 - State your name before speaking (accessibility)
- Say it ugly!
 - Make space, take space
 - Try on being a learner AND a teacher





Introductions

Your Name

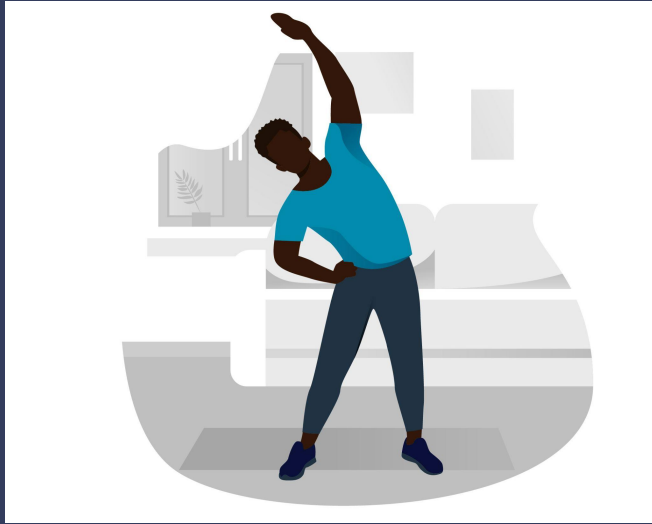
Pronouns You Use (e.g. she/her/hers, they/them/theirs, he/him/his, other)

In a few words: How has your relationship to time changed since shelter-in-place?





Video Time!



STRETCH BREAK

(5 minutes)

Energy Management

Energy is the capacity to work.
This comes from four main wellsprings
in human beings:

- **Physical Body - Health**
- **Emotional - Happiness**
- **Mental - Focus**
- **Spiritual - Purpose**



The 4 Wellsprings of Energy

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

ENERGY

3. MENTAL - FOCUS

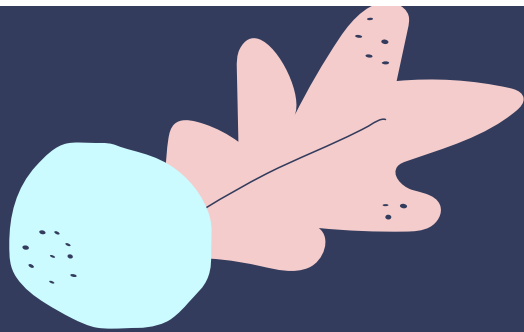
Mental energy is about learning to focus in an absorbed way and switching intentionally between tactical and big-picture thinking.

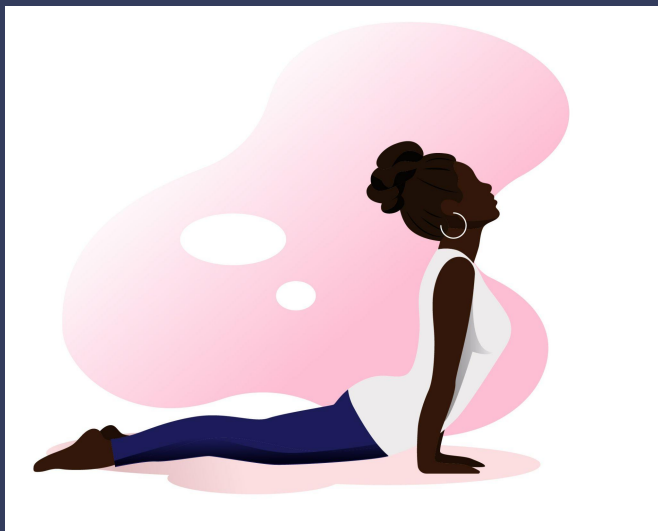
4. SPIRITUAL - PURPOSE

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

Self-Reflection

Pages 2-3 of your workbook





STRETCH BREAK

(5 minutes)



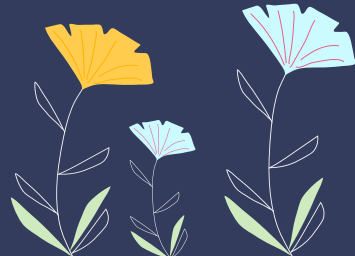
The 4 Principles

Principle 1:

Full engagement requires drawing on four separate but related sources of energy: physical, emotional, mental, and spiritual.

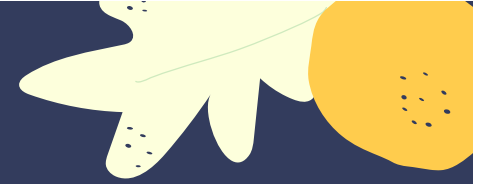
Principle 2:

Because energy diminishes both with overuse and with underuse, we must balance energy expenditure with intermittent energy renewal.



The 4 Principles,
credit **The Power of Full Engagement,**
Tony Schwartz & Jim Loehr

The 4 Principles



Principle 3:

To build capacity we must push beyond our normal limits, training in the same systematic way that elite athletes do. Then we REST & REJUVENATE...

Principle 4:

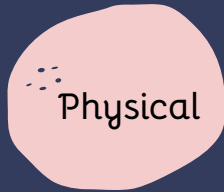
Positive energy rituals—highly specific routines for managing energy—are the key to full engagement and sustained high performance.



The 4 Principles,
credit **The Power of Full Engagement,**
Tony Schwartz & Jim Loehr

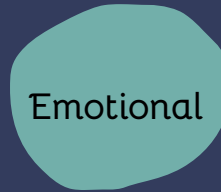
Energy Capacity

(A Deeper Dive Into Energy Management)



Physical

Strength
Endurance
Flexibility
Resilience



Emotional

Emotional flexibility is the ability to move freely and flexibly along a wide spectrum of emotions, not responding rigidly or defensively.



Mental

Mental endurance is the ability to sustain focus and concentration over time.



Spiritual

Spiritual endurance is the commitment to one's deeply held values, even when it involves sacrifice.

Right space for the Right work



Creative

Imagination

Intuition

Requires spaciousness

Best when your mind can wander



Tactical

Focused

Clear process

There is an explicitly defined goal

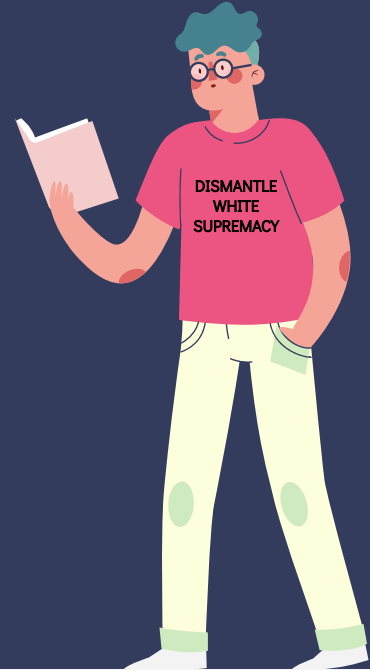
Habit:

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.





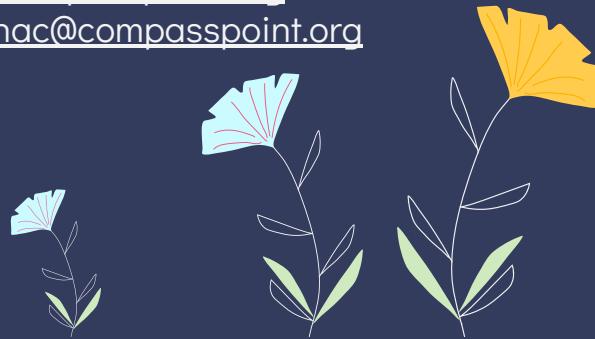
Thank you! See you tomorrow

Questions?

Shannon shannone@compasspoint.org

Spring springo@compasspoint.org

Learkana learkanac@compasspoint.org



*Slide presentation template by Slidesgo
Icons by Flaticon
Infographics & images by Freepik*




CompassPoint presents

Manage Your Time & Energy:

A Path to Personal Sustainability

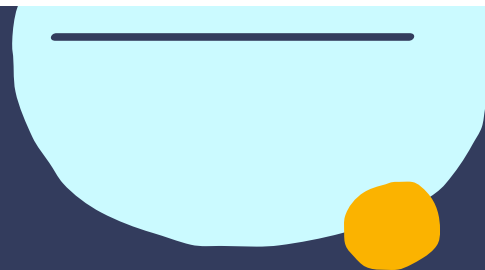
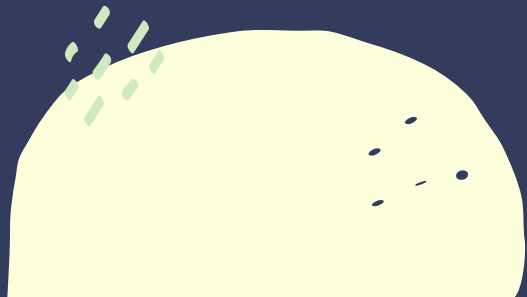
Facilitated by Shannon Ellis & spring opara
Hosted by Learkana Chong



DAY 2

Community Intentions

- One Mic
 - Take the learning, leave the story
 - BYOB (Be Your Own Boo)
 - State your name before speaking (accessibility)
- Say it ugly!
 - Make space, take space
 - Try on being a learner AND a teacher



Today's Agenda



2. Time Management
Strategies



1. Wrap up Energy
Management



3. Clarifications &
Closing

The 4 Wellsprings of Energy

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

ENERGY

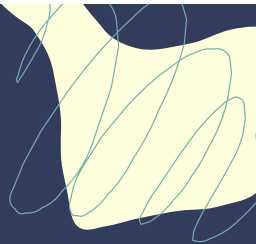
3. MENTAL - FOCUS

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.

The Racial Politics of Time



Time has a history that is directly connected to white supremacy and notions of “progress”



Dr. Brittney Cooper

“Those in power dictate the pace of the work day... [and] the pace of social inclusion.”

“Restricting African-American inclusion in the body politic is a primary way that we attempt to manage and control people by managing and controlling time.”

Getting Things Done (GTD)





Capture & Clarify

Daily or weekly rhythms, build a regular practice

CAPTURE: Getting all
your “stuff” out of your mind

“Mind sweep”

- Commitments
- Errands/chores
- People to respond to
- Conversations to have
- Projects to start
- Ideas/inspiration

CLARIFY: Getting your
“inbox” to empty

Quick Sort

- What is it, really?
- Is it actionable? Y/N
- If so, what type of action
 - Do now (2 min rule)
 - Delegate
 - Defer



Organize: Setting up Buckets

ACTIONABLE: things I need to (or want to!) do something about

NON-ACTIONABLE: things I want to remember or reference later

Delegate: Make request of others, set time to follow up if needed

- “Waiting for” lists or tags

Reference: Search when needed

- Physical files
- “Tags” in email or project management apps

Defer: Make (flexible) plans for when to tend to it

- Calendar: to meet/work
- Detailed Project Planning
- Today/Soon/Later To-Dos

Someday/Maybe: Ideas for later

- Review periodically
- “Tickler file” for certain date

Trash it!! Let it go if not needed



Reflect: Weekly Review

Up to 1-2 hours per week. Choose a regular time that works for you.



GET CLEAR:

Replicate the process we just practiced together.

→ Capture / Clarify / Organize ←




GET CURRENT:

Review all info

- calendar past and future
- project plans
- “waiting for”

Decide if any follow-up or next actions are needed;
if so, add it to your next actions list.



Engage: Action Choices



Four criteria for choosing what to do from your next actions list.

| | |
|---|---|
| ● | CONTEXT: What is possible, where you are, with the tools you have? |
| ● | TIME AVAILABLE: How much time do you have before you need to be doing something else? |
| ● | ENERGY AVAILABLE: Is this a time to take care of something creative or tactical? |
| ● | PRIORITY: Given all the above, what is the most important thing for me to do right now? |



Managing “Context Switching”



- Timeblock your calendar to create “focus boundaries”
 - “Themed” days to split between focus and flexibility
 - Build habits of single-tasking
 - Create routines and rituals for task-switching
- 
- 

Source: <https://blog.rescuetime.com/context-switching/>



STRETCH BREAK!



Thank you! 😊

Questions?

Shannon shannone@compasspoint.org
spring springo@compasspoint.org
Learkana learkanac@compasspoint.org

Keep in Touch!

Newsletter:

www.compasspoint.org/signup

Facebook: facebook.com/compasspoint

Twitter: @CP_Change

Please complete our
survey!! Your feedback
is appreciated

*Slide presentation template by Slidesgo
Icons by Flaticon
Infographics & images by Freepik and Black
Illustrations*

