Manage Time and Energy Worksheet

Create structure so that you are more effective in how you use your time, in alignment to your values and what is important and in ways that maintain your energy bank. The starting point is to know what you want to focus attention on, why that is important and when is the best time for you to do it.

1. **Why do you want to manage your time? - What is your WHY?**What is your work and life purpose? What makes it important and meaningful to you?
2. **Motivation – extrinsic (from outside) vs intrinsic or internal (from inside)**

What does your language reveal about how you are motivated in your work and other activities? What you naturally say I love to do… I want to do… for your work and for other things? How much are you thinking:

* I want to… / I’d love to…. / I’d like to…?
* I should… / I ought to... / I must… / They want me to… / Etc.?

Which are the things you procrastinate more over?

How do you feel when you think about them?

1. **What can you do to align tasks you have to do with work with something meaningful and important to you so that you feel you want to do it?**This will tap into your intrinsic motivation and help prevent those tasks being so energy draining.
2. **How clear is your role and work goals/tasks to you?**What might you do to gain more clarity and focus on what is required, the desired outcomes and key priorities?
3. **How well defined is your work/project/task plan?**
* Endpoint
* 1 year? (If relevant)
* 3 months
* 1 month
* 2 weeks
* 1 week
* Daily actions?
1. **Priorities – where are you focusing attention now? Covey’s Quadrants.**

|  |  |  |
| --- | --- | --- |
|  | **Urgent** | **Not Urgent** |
| **Important** | 1.CrisesPressing problemsDeadline driven projects | 2.Prevention, Relationship buildingRecognising new opportunitiesPlanning, Recreation & energy renewal |
| **Not****Important** | 3.Interruptions, phone calls, Mail, reports, meetings, Proximate, pressing matters, Popular activities | 4.Trivia, busy work, Mail, Phone callsTime wasters, Pleasant activities. |

1. **Consider ONE project you are doing. Break down into Steps – big then small and ACTION**

Break your goal into chunks.

Slice the chunks even smaller steps

1. **Make the most of small time slots - What actions can you take?**
* In 5 mins
* 10 mins
* 15 mins
* 20 mins
1. **Make time to schedule!** When is a good time for you to schedule the day and week activities?
2. **What ‘time patterns’ suit your working style best?** E.g. The Power Hour: 1 hour not to be interrupted; or a 90 Minute Do Not Disturb. Or the Pomodoro Technique – 20 or 25 minutes focused time + 5 minute break, repeated.
3. **What time of day is your best time for ‘getting into flow’** Being able to focus your attention and concentrate on the job in hand? Schedule this time every day for your uninterrupted time.
4. **What other important activities must go into your schedule first?**
5. **The critical time vampire prevention question!** What’s the most effective use of my time right now? Is this (proposed) action taking me to my goal? (It is in the IMPORTANT ROW)

# Schedule Breaks

Breaks belong in quadrant 2: Important and not urgent. They are vital for you to renew your energy bank so you can make good decisions, be effective in all you do and be fully present.

1. **What activities do you love to do?** These are things that renew your energy physically and /or mentally.
2. **What can you do that will raise your energy in a short 1 to 5-minute break?** (Some examples include deep breathing to increase oxygenation, drink a glass of water to raise hydration, foot massage with tennis ball or massage ball, stretches, go outside for fresh air and appreciate nature, etc.)
3. **What can you do on a longer break that you enjoy?** (E.g. chat with a friend, short walk, go outside, read a book, watch at TED talk …)
4. **What can you do to increase movement and combat the fatigue of sitting at your desk / looking at your computer screen?** (some examples include – have a standing desk, exercise ball instead of a chair for some of the time, regular walk breaks, stretches (e.g. yoga, Pilates), balance poses (e.g. stork stand).