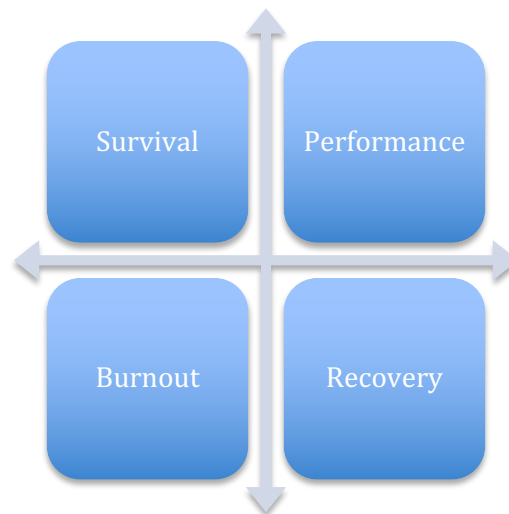


Tool #12: Energy Management

There's a lot of talk about time management, and rightly so. Its twin sister, energy management, is equally important and mostly overlooked. If you don't have fuel in the tank, it doesn't matter how much time you have to get something done, you're going to deliver poor performance or it's going to take you a ridiculous amount of time to accomplish. Let's take a look at your energy management and see where you can make significant improvements that allow you to operate at your peak.

The left/right axis is negative/positive emotional energy



The top/bottom axis is high/low physical energy

*Adapted from Jim Loehr & Tony Schwartz, "The Power of Full Engagement"**

When you have high physical and positive emotional energy, you are in the performance zone. The ideal state is oscillation between the 'Performance' and 'Recovery' quadrants, spending most of your time in performance and moving to recovery as needed. Knowing what zone you generally 'live' in now, and what triggers positive emotional and physical energy are critical to sustained success and leadership.

Survival (High Physical/Negative Emotional)

What thoughts or activities trigger negative emotions and yet you are still physically up? What are you doing when do you find yourself feeling negative and still pushing through? Angry, defensive, tense, frustrated, anxious are good descriptors for this state of being.

Burnout (Low Physical/Negative Emotional)

What thoughts or activities trigger negative emotions and drain your physical energy? What are you doing when do you find yourself feeling negative and sluggish? Sad, exhausted, hopeless, defeated, used up are good descriptors for this state of being.

Recovery (Low Physical/Positive Emotional)

What thoughts or activities trigger positive emotions and have you at low physical energy? What are you doing when do you find yourself feeling positive and mellow? Relaxed, peaceful, Zen, calm, unfocused are good descriptors for this state of being.

Performance (High Physical/Positive Emotional)

What thoughts or activities trigger positive emotions and have you feeling physically 'on'? What are you doing when do you find yourself feeling optimistic and energetic? Confident, challenged, focused, passionate are good descriptors for this state of being. You're in 'the zone'!