

Leadership Bites:

Managing Your Time, Energy & Emotions

LEADERSHIP LEARNING IN 20 MINUTES



Leadership Academy

South East

Introduction

We live busy lives and busy minds. It's easy to feel stressed, stretched and overwhelmed and it's also easy for the pressure to boil over at work.

Just a few simple steps, tools and techniques can help make a real difference in helping you gain or regain a better work-life balance, and time and energy self-management – so lets explore..

KEY INSIGHT:

“THE STILLER YOU ARE THE CALMER LIFE IS.” – RASHEED OGUNLARU

Energy, Space & Time

We often talk about time-management. But time is only one part of the picture: time is finite 24 hours is 24 hours. What you can achieve in one hour when you're energised and head space and environment - and even at different times of the day may be completely differently to another hour.

- 1) **Energy:** Who, what and which environments / activities energise you and drain you?
- 2) **Space:** There's head space, home space, work-space, and nature – make space/ keep space
- 3) **Time:** Struggling with time? Could you make meetings, calls, chats shorter... but in breaks
- 4) **Content:** Too much content leads to discontent. Busyness does not always equal progress. When you busy /stressed ask yourself what is most important overall in life/ work and right now.
- 5) **Expectations:** Are you expecting too much of a) yourself b) others or vice-versa? Have conversations with your boss, team, friends/family and reset expectations and boundaries.

Life balance essentials...

1. **Space, silence & stillness:** relax, reboot, 10min weekly review
2. **Sleep, sustenance, sport:** re-charge, refuel, re-energise
3. **Simplicity / strategy / short-list:** vision, mission & plan
4. **Systems, structure + serendipity:** framework, flexible, flow
5. **Support :** friends, family, peers, mentor, team

6. **Seasons:** time in nature & great spaces: inspiration + relaxation

7. **Start, stop, scale-up, scale down:** refine, fine-tune, improve

At Your Best, When Stressed & When Tested

What are you like....?

1. **At you best?** what times, places, people etc.
2. **When stressed?** be specific what do you do/ not do what are your buttons/triggers/ pet hates
3. **When put to the test / faced with change or challenges?**

What do you need to be aware / mindful of given the above?

What actions do you need to take to manage this / perform at your best especially in testing / challenging times. There may be a few simple things you could do, not do, say or avoid...

Asking for help? Struggling then seek / ask for help it can be a very wise move for everyone.

12 Top Tips for Time & Energy Management

1. **Manage your energy:** sleep, rest, food & exercise
2. **1st Diarise time for:** a) YOU b) loved ones c) pass-times
3. **Strategic / simplicity:** clear goals; life, work & relationships
4. **Make space:** at home, your desk/files,
5. **Relax / quiet / mindfulness:** nature, meditation, silence
6. **Gratitude, acceptance, celebration, compassion + fun**
7. **Take lunch and regular breaks** or else you might!
8. **Avoid arguments,** gossip and draining people
9. **Keep perspective:** know when to zoom in and out
10. **Use your instincts, intelligence and intuition**
11. **Tools & tech** – use them to support you, not distract you
12. **Be aware of distractions** and have a strategy for them

KEY INSIGHT:

+ **SPECIAL TIP:** when you need to focus... focus on one key task and turn everything else off, e.g. close email, silence phones, close other windows..

Give it a go

Take 10 minutes to do the following 2 things that may make a big impact on your work life balance.

- 1) **Draw a picture of how you'd ideally like you work / life balance to be:** have fun and make it holistic, make sure all the things that are important to you are in the picture; loved ones, friends, family, passions and hobbies – not just work
- 2) **Draw up a new working timetable:** Ensure that it covers Mon-Sunday and put in the times to start and stop work, break times and mark in the protected time. So, for example if you only work Mon-Fri ensure that you mark in any free weekend time.

Further learning ...

Need a little help? Then check out the corresponding Managing Time, Energy & Emotions video on the website. You may well also find the videos in this series very useful including Embracing Change and Uncertainty Mindfulness & Compassion and Courage & Stepping Up – all on our [South East Leadership Academy site.](#)



Time to reflect...

Take some time to note down your thoughts on what you've learned;

What resonated?

What has made you curious?

What small changes could you make to start having an impact differently and quickly?

What might you need to share with your team, and commit to 'testing and learning' together?



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