



(b)less

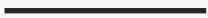
The work(life)-changing magic of
letting go

the raw essentials

1. manual operation
2. capacity loading
3. active recovery



1. manual operation



why?



happy



do you have a minute?



2. capacity loading



- 25%



3. active recovery





infinite
demands



manage your
energy, not
your time

SCHWARTZ, T., MCCARTHY, C., "MANAGE
YOUR ENERGY, NOT YOUR TIME." HARVARD
BUSINESS REVIEW. (2007)



Body

- ___ I don't regularly get at least 7 – 8 hrs sleep, & often wake up feeling tired
- ___ I frequently skip breakfast, or I settle for something that isn't nutritious
- ___ I don't work out enough (cardio training at least three times per week)
- ___ I don't take regular breaks during the day to recharge, or I often eat lunch at my desk – if at all



Emotions

- ___ I frequently find myself feeling irritable, impatient, or anxious at work – especially when work is demanding
- ___ I don't have enough time with family & loved ones, & when I'm with them I'm not always really there
- ___ I have too little time for the activities that I most deeply enjoy
- ___ I don't stop frequently enough to express my appreciation to others or to savor my accomplishments & blessings



Mind

- ___ I have difficulty focusing on one thing at a time and am easily distracted – especially by email.
- ___ I spend much of my day reacting to immediate crises & demands rather than focusing on activities with longer-term value & high leverage
- ___ I don't take enough time for reflection, strategizing, & creative thinking
- ___ I work in the evenings or on weekends, & almost never take an email-free vacation



Spirit

- ___ I don't spend enough time at work doing what I do best & enjoy most
- ___ There are significant gaps between what I say is most important to me in my life & how I actually allocate my energy
- ___ My decisions at work are more often influenced by external demands than by a strong, clear sense of purpose
- ___ I don't invest enough time and energy in making a positive difference to others or to the world



how is your overall energy management?

0 – 3: EXCELLENT ENERGY MGT. SKILLS

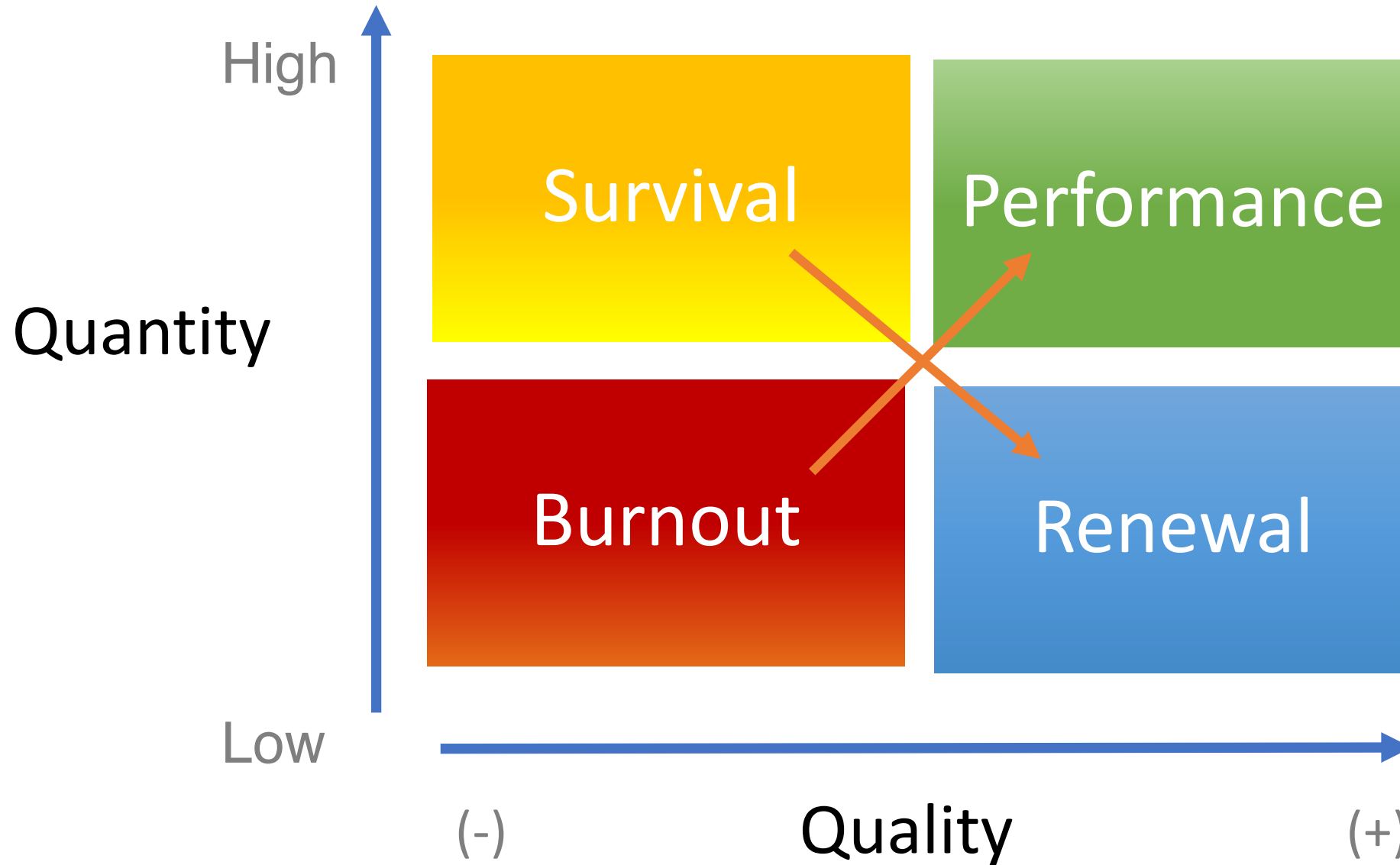
4 – 6: REASONABLE ENERGY MGT. SKILLS

7 – 10: SIGNIFICANT ENERGY MGT. DEFICITS

11 – 16: FULL-FLEDGED ENERGY MGT. CRISIS

	MON	TUES	WED	THURS	FRI	2019 SEPT ENERGY AND COMMITMENT <i>WJ</i> CHECK MARKS + COMMENTS
WILLIAM	(BODY) BREAKFAST WORKOUT (EMOTIONS) APPRECIATION FOR OTHERS (MIND) IGNORE EMAIL AT NIGHT	(BODY) BED AT 9:00PM BREAKFAST WORKOUT LUNCH BREAK	(SPIRIT) POSITIVE DREAMS (BODY) (BODY) BREAKFAST (EMOTIONS) CLEAR MIND NOT IRKABLE EXPRESS MY APPRECIATION TO OTHERS	(BODY) SLEEP AT 9:30PM WORKOUT BREAKFAST LUNCH BREAK	(BODY) BREAKFAST (EMOTIONS) APPRECIATION FOR OTHERS (MIND) IGNORE EMAIL AT NIGHT (EMOTIONS) CLEAR MIND NOT IRKABLE	
JENNY	(BODY) BED @ 9:00PM EAT BREAKFAST (EMOTIONS) NO PHONE EAT NIGHT (SPIRIT) FOCUS ON WHAT IS IMPORTANT	(BODY) WORKOUT BREAKFAST (MIND) DINNER OUT (NO PHONE) (SPIRIT) ICE CREAM + WALMART WITH KIDS	(BODY) SLEEP AT 9:30PM (MIND) READ FOR 1H (BODY) WORKOUT (SPIRIT) READ WITH KIDS	(SPIRIT) READ W/ KIDS (BODY) SLEEP @ 9:30 (MIND) READ FOR 1H (BODY) BREAKFAST	(BODY) WORKOUT SLEEP @ 9:30 (EMOTIONS) MOVIE W/ KIDS (BODY) BREAKFAST (MIND) DO A PUZZLE	





the clutter

1. busyness
2. perfectionism





1. glorification of
busyness

2. cult of perfectionism



go where the magic happens.

If you want something
in you're life you've
never had you'll have
to do something you've
never done.



in loving memory

“Beautiful weather, friends, family.
What else a man wants more?

Don't ask me that question today cause
I can't answer it.”

-- Farhad Nejad | July, 2015

