

Energy Exercise

Use this exercise to help you manage multiple priorities by focusing on energy, not efficiency.

Step 1: Ask Focusing Questions

- What do you mean by managing multiple priorities effectively? What would it look like?

I will know that I am being successful in balancing multiple priorities when I ...

- What would it look like to have better balance between your work life and personal life? What would achieving that bring to you?
- If you had 10 minutes with nothing else to do, what would you do with that time? If there were 25 hours in a day, how would you use the extra hour?

Step 2: Identify Drains & Boosters

1. Name 3 activities that drain your energy.

2. Name 3 activities that give you energy.

- What energy boosters can you add to your day?
- What energy drains can you remove from your day?
- What energy drains can you "reframe" in a positive context so that they are less draining?

Step 3: Commit to Action

- What did you learn from this exercise?
- What action step can you take this week to set a new pattern in motion?
- Who or what will hold you accountable to complete this action item?
- What reward will you give yourself for completing it?
- If you complete this action item this week, what will it do for you?