

# MANAGING STRESS, TIME, AND ENERGY

DES Leadership Development Team

# LEARNING OBJECTIVES

After completing this training, you will be able to:

- Explain how you are personally energized and able to keep your energy sustained
- Identify proven productivity techniques that will help you complete your work and stay healthy

# MANAGING YOUR ENERGY

# BODY

- ☐ I don't regularly get seven or eight hours of sleep, and I often wake up feeling tired.
- ☐ I frequently skip breakfast, or I settle for something that isn't nutritious.
- ☐ I don't work out enough (meaning cardiovascular training at least three times a week and strength training at least once a week).
- ☐ I don't take regular breaks during the day to truly renew and recharge, or I often eat lunch at my desk, if I eat at all.

# EMOTIONS

- ☐ I frequently find myself feeling irritable, or anxious at work, especially when work is demanding.
- ☐ I don't have enough time with my family and loved ones, and when I'm with them, I'm not always really with them.
- ☐ 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 and blessings.

# MIND

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

# SPIRIT

- ☐ I don't spend enough time at work doing what I do best and enjoy most.
- ☐ There are significant gaps between what I say is most important to me in my life and how I actually allocate time and energy.
- ☐ My decisions at work are more often influenced by external demands than by a strong, clear sense of my own 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?

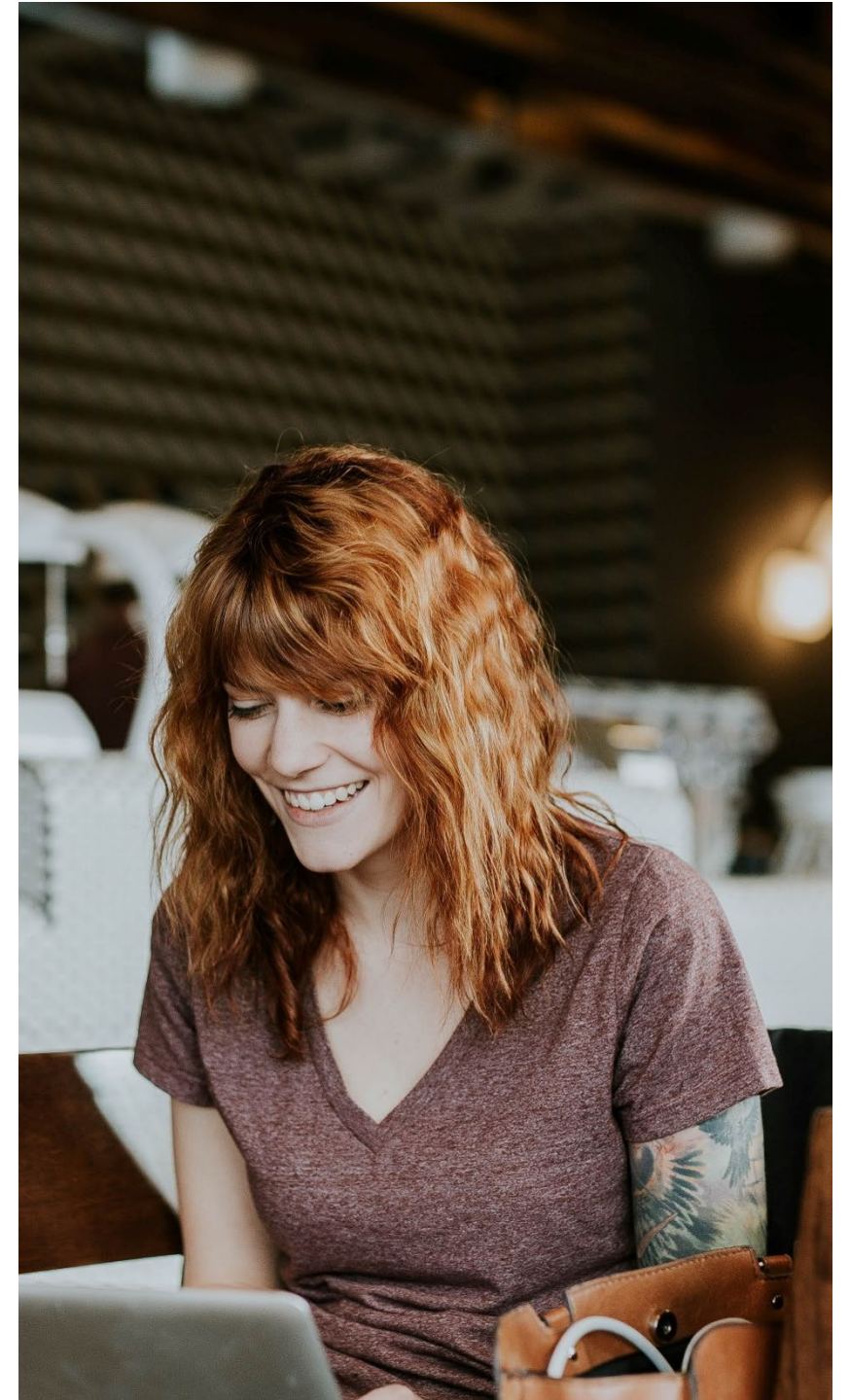
## Guide to total score

0-3: Excellent energy management skills

4-6: Reasonable energy management skills

7-10: Significant energy management deficits

11-16: A full-fledged energy management crisis







## CATEGORIES

### **Guide to scores for each category**

- 0: Excellent energy management skills
- 1: Strong energy management skills
- 2: Significant deficits
- 3: Poor energy management skills
- 4: A full-fledged energy crisis

**BODY**

**EMOTIONS**

**MIND**

**SPIRIT**

# WAYS TO IMPROVE ENERGY MANAGEMENT



**HOW BIG IS YOUR PIE?**

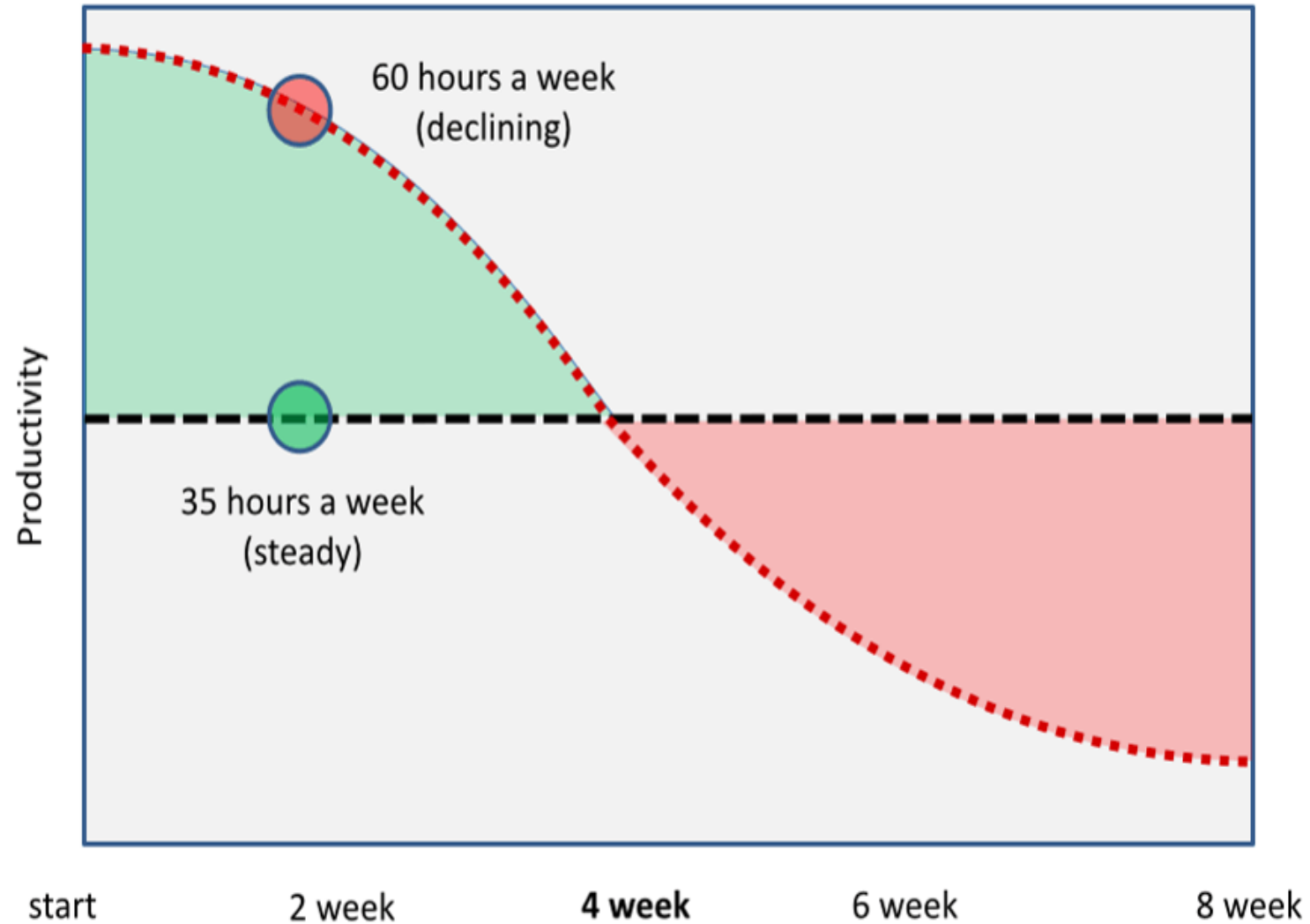


# SOURCES OF OVERWORK

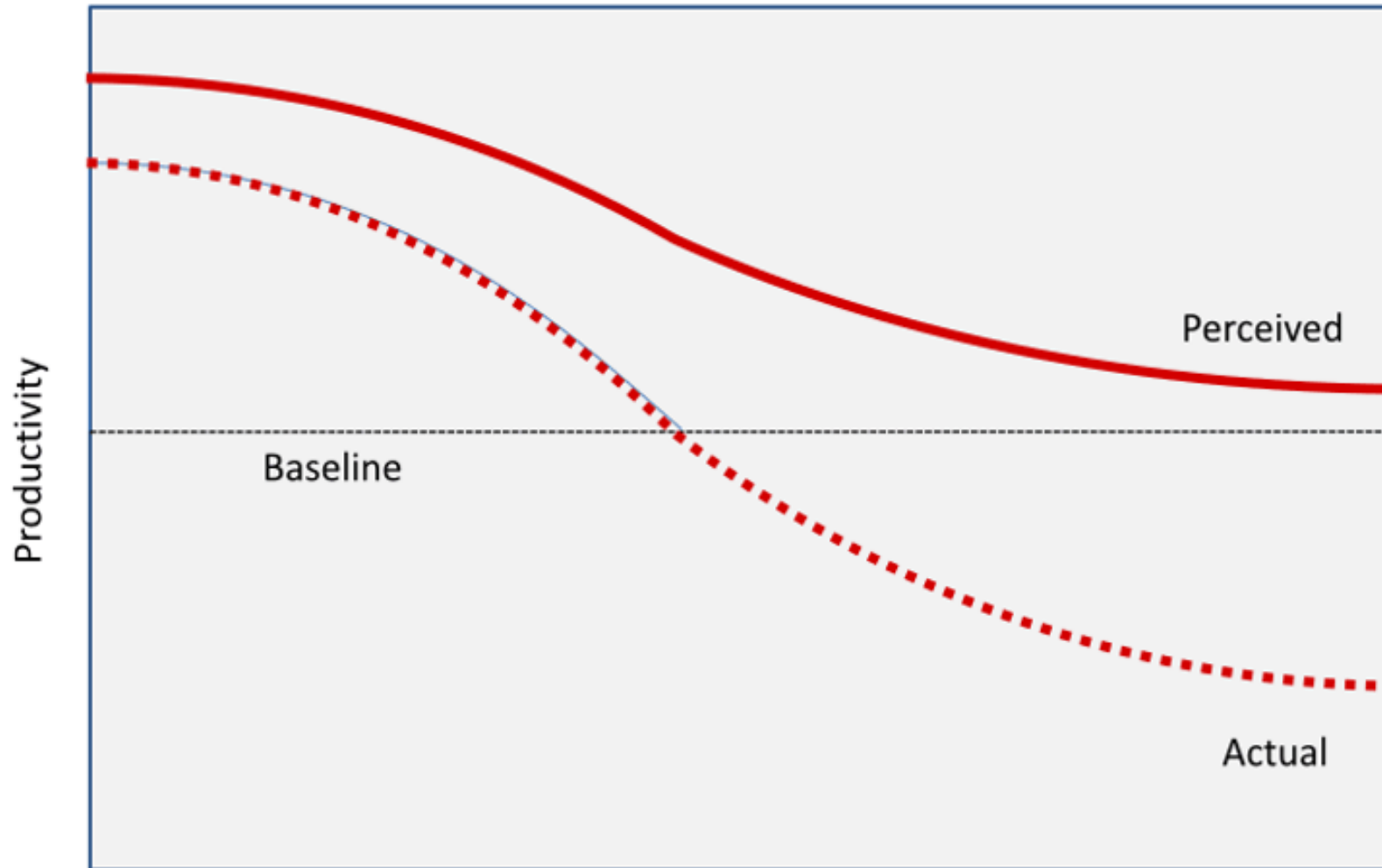
- ✓ Forced on us by leaders, beyond our control
- ✓ Forced on us by agency culture, technology, economic incentives
- ✓ Our psychology, stereotypes, and biases drive us to be busier than we should



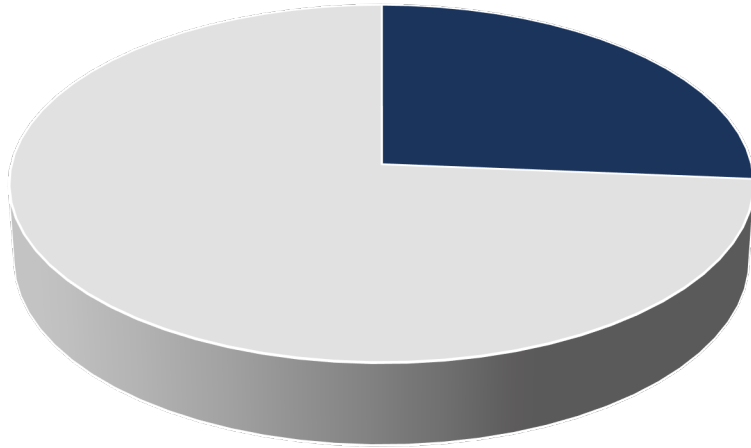
# TIME VS PRODUCTIVITY



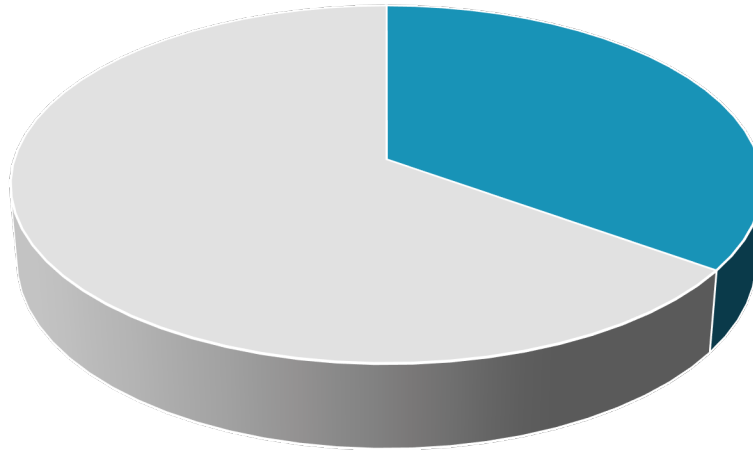
# PRODUCTIVITY PERCEPTION



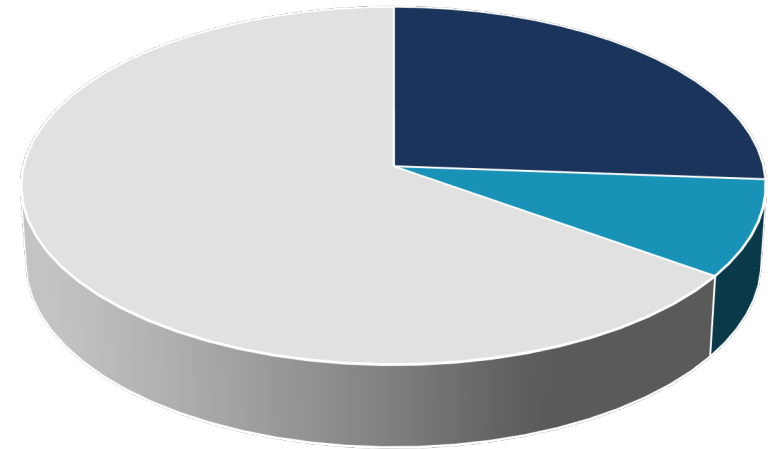
# MANAGING YOUR HOURS



Desired



Actual



Capacity

# MANAGING YOUR PRIORITIES



# PRIORITIES

"What is important is seldom urgent and what is urgent is seldom important."

*Eisenhower*



# COMMON MISTAKES

- Not dedicating time to prioritization
- Failing to consider the big picture
- Getting distracted by the little things
- Not delegating
- Refusing to adapt to new information



# EISENHOWER MATRIX

	Urgent	Not Urgent
Important		
Not Important		

## PLAN YOUR DAY

What do I need to accomplish this week to move towards my biggest goals?

What one or two tasks can I accomplish today that will help me meet my weekly goals?

Add *have-to-do* tasks last.



# DAILY SHUTDOWN

What did you accomplish today?

Gather incomplete tasks, requests, and questions

Schedule completion

Sketch out priorities for the next workday

Create work/home boundaries





# COMMITMENT

What choice will you make today to better manage your stress, time, and energy?

What idea will you try to discover its impact?

What will you put into practice for yourself and your team?



# THANK YOU



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