



# Managing Your Energy and Focus

# Three Steps to Managing Energy and Focus



## The Myth of Multitasking

Two large, empty rectangular boxes stacked vertically, intended for notes or answers related to the 'The Myth of Multitasking' section.

## Getting On Target



A vertical list of four items, each with a blue label box on the left and a corresponding empty rectangular input box on the right:

- Off Task
- On Task
- On Target
- Cue Word

# Refocusing Your Attention



Recognize

Reset

Redirect

## Recharging

How do I know I need to recharge?

How do I recharge?

## Recharging with When/Then

When (indicator you need to recharge)

Then (recharging strategy)



When (indicator you need to recharge)	Then (recharging strategy)



Manage Your Energy and Focus

*Where attention  
goes, energy flows  
and results show.*

*- T Harv Eker*



# On Target: What's Important Now

Your attention can be:

- Off task/irrelevant
- On task/relevant (but not optimal)
- On target (optimal)



# Application Activity: Schultz Table Round 1

22	8	11	12	19
23	13	2	5	3
18	25	1	7	4
16	24	20	6	9
14	17	10	21	15

You have 30 seconds to find as many consecutive numbers as possible.

# RECHARGE



Our technology generally works at 100% until the battery gets low.

If our battery is at 65%, we are at 65%.

We can't expect 100% without great cost.

How do you know you need to recharge?



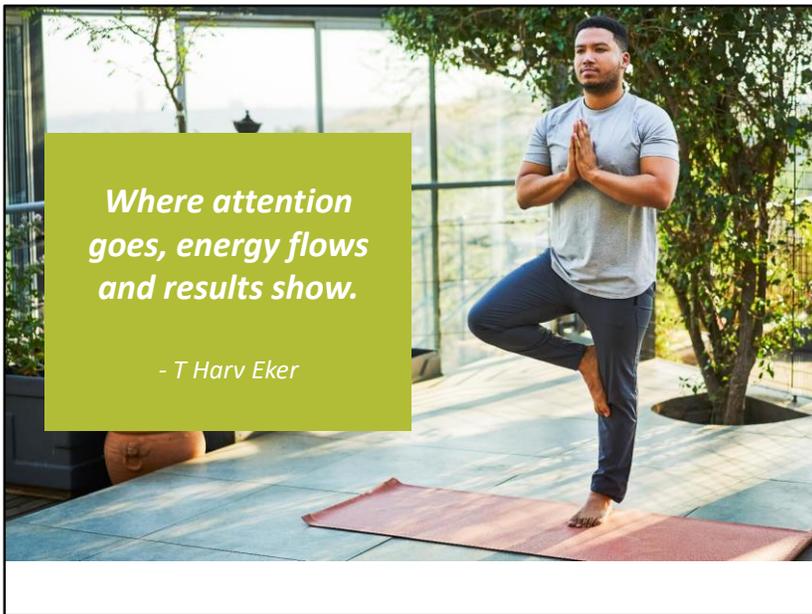
How do you recharge?





## Manage Your Energy and Focus

**Record your own notes here:**



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I'm here to talk about your two most limited resources; your energy and your attention.

Let's start by getting out of our seats and doing an activity.

The task is to balance on one foot for 30 seconds. I will tell you where to put your attention.

Round 1: while you balance, I want you to look around the room and count the \_\_\_\_\_ objects.

Round 2: I want you to balance and not really focus on anything

Round 3: I want you to balance and keep your focus intently on (object on slide)

OF the 3 rounds, which did you perform the best at the task of balancing. The task was the same each time. I changed where your attention went which changed the outcome.

## On Target: What's Important Now

Your attention can be:

- Off task/irrelevant
- On task/relevant (but not optimal)
- On target (optimal)



Talk about where our attention can be and its impact on our energy levels.

Choose a task and provide examples for each category

Record your own notes here:

Flip Chart



Three Steps to Managing Energy and Focus

1.

2.

3.

The Myth of Multitasking

Getting On Target



Off Task

On Task

On Target

Cue Word

## Application Activity: Schultz Table Round 1

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You have 30 seconds to find as many consecutive numbers as possible.

How high did you get?

Reflect on irrelevant, relevant and on target foci

**Record your own notes here:**

## RECHARGE



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Spoons analogy: analogy used to describe living with autoimmune issues or chronic pain. Each day you are given a certain amount of spoons. These spoons represent your bandwidth (how much you have to spend physically, mentally and emotionally). Sometimes you can rally and bring more energy, but you do so by stealing tomorrow's spoons. The bill will come due. With chronic pain and autoimmune issues, this usually results in a flare of symptoms.

We not only need to be better at recharging ourselves, we need to know when to recharge.

**Record your own notes here:**

How do you know you need to recharge?



Brainstorm personal signs and symptoms that you need to recharge.

- Physical
- Emotional
- Productivity

Record your own notes here:

Flip Chart

Refocusing Your Attention



Recognize

Reset

Redirect

Recharging

How do I know I need to recharge?	How do I recharge?
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Recharging with When/Then

When (indicator you need to recharge)	Then (recharging strategy)
	»»»
	»»»
	»»»

How do you recharge?



What are your go-to recharging strategies?

- Sleep
- Exercise
- TV
- Food

Push to think of daily things like sleep, perk up things like caffeine and typical self care like walks, exercise and meditation

Record your own notes here:

Flip Chart

Refocusing Your Attention



Recognize

Reset

Redirect

Recharging

How do I know I need to recharge?

How do I recharge?

Recharging with When/Then

When (indicator you need to recharge)	Then (recharging strategy)
	»»»
	»»»
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