



**ART OF COACHING PODCAST™ EPISODE 301
TIME AND ENERGY MANAGEMENT TIPS TO KEEP YOU SANE**

Reflect on last Tuesday (it doesn't actually have to be last Tuesday - just pick any day of the week that tends to be very busy for you). Starting when you wake up in the morning, create a list of the tasks you take on all the way until you go to bed. Try to be as detailed as possible to get a full picture of how you're spending your time and energy.

In the different contexts of your life, write out your top 2 goals and objectives. They could be the same or different in each context. Be as specific and detailed as possible to bring a higher level of clarity and direction.

Choose 5 of the above tasks to analyze. For each task, you will rate each of the below categories on a scale of 1-5, with 1 being low and 5 being high. Once completed, compare the scores with your stated goals and objectives. What tasks are most demanding?



Skill - The proficiency, knowledge, or expertise required in performing a specific task

Desire - Your personal inclination, motivation, or passion for a particular task

Energy - Physical, mental, and/or emotional effort required to complete a task

Complexity - The level of difficulty, intricacy, or specialized knowledge required to successfully complete a task

Value or ROI - The significance, impact, or benefit that a task brings to your business in terms of revenue, growth, customer satisfaction, or strategic advantage

Priority - Signifies the time-sensitivity, urgency or immediate importance of a task in relation to business objectives or external deadlines

Resources - Tools, assets, or external capacities you have to allocate (staff, money, contractors, etc.)

Identify any malalignments between your goals/ objectives and the areas where you're giving the most. Jot down a few ideas on how you can realign your tasks and which areas you will work to delegate or spend more time and energy.



Art of Coaching Podcast™

ABOUT



Join us as we dive more deeply into what it takes to change attitudes, outcomes & behaviors across a variety of world-class environments. Our guests include a wide range of professionals ranging from coaching, law enforcement, scientists, managers, military and entrepreneurs.

While I may originally be a strength and conditioning coach by trade- my work now spans across the corporate realm, military setting and beyond. If you work with people in any capacity and are fascinated by what makes them tick, this show is for you!

Each episode is packed with tactical insights as we prioritize providing you with key take-aways, instead mass produced "surface level" advice. Expect to be challenged, expect to be surprised and expect to maybe find a few laughs along the way as well.



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