



ENERGY MANAGEMENT & TIME OPTIMIZATION

People usually think of aggression and toughness when they hear the term warrior. The truth is that a WARRIOR is simply someone who lives their life in pursuit of mastery and with great awareness, fitness, discipline, preparation, curiosity, energy, courage, and leadership.

Everyone has a WARRIOR within them. WARRIORS are relentless in methodically and consistently doing whatever it takes to always deliver their best, no matter the circumstances, no matter the challenges.

Most people think about how they can better manage time. We all get 24 hours each day. No one can stop, speed up or slow down the seconds ticking on the clock. Time cannot be managed. We can only manage ourselves through intentionality, discipline, and boundaries.

WARRIORS optimize the utilization of time by first optimizing creation, conservation and utilization of personal energy. Without the physical and mental energy to perform at our best at any given time during the 24 hour day, time is being wasted.

Too often, people become overwhelmed in their work and in their life, believing they just don't have enough time. The real problems are that they haven't developed the discipline to set and honor boundaries. Nor, have they created and implemented energy and time optimization habits and processes. Most people are therefore unprepared to say "NO" to energy consuming people and activities so that they can say "YES" to those who energize them and to those activities that create value in themselves and for others. Disciplined boundaries and habits that enable personal energy management are the only ways to overcome overwhelm and to live a fulfilling lifestyle.

There are only three ways we can utilize time. We can invest it, spend it, or waste it. The critical components are the physical and mental energy to invest the majority of our time, creating a more significant future return. We all have to spend a certain amount of time performing those activities that don't add value, however they must be done to prevent problems in the future.

Spending time includes taking care of your vehicle maintenance, personal hygiene, and shopping for home goods. Everything else is wasting time. Wasting time rapidly depletes your energy.

Costco closes at 8pm. Shopping at Costco on Friday at 7pm with a specific purchasing list is spending time. And, that's typically when there are the fewest customers to slow you down.

Shopping at Costco on Saturday at 2pm without a purchasing list is wasting time and draining your physical and mental energy. That is unless chaos and standing in lines is therapeutic or sport for you.

Instead of looking at your entire 24 hour day and your to-do list, consider segmenting the 24 hour day into 6, 4 hour days. Further consider using checklists for your processes and tasks instead of to-do lists.

DAY 1

- If you're a member of the 5am club as I am, your Day 1 begins at 5am. Your 4 hour Day 1 is then from 5am until 9am. Before you do anything else, start a new habit of not checking your phone for text messages or email prior to 8:30am. At 8:30am, only identify what is truly urgent. If you choose to check your devices before 8:30am, you're wasting time, period. Teach others how to work with you so that you can optimize your energy and time. No one is indispensable. If you don't accept that fact now, you will when you leave this earth. If it's a matter of life or death for someone to connect with you, they will find a way.
- Now, before you put your feet on the floor, thank God you were able to fill your lungs with air, visualize three things or people you're grateful for and why, and then visualize the thing you're most excited about or inspired about for your new days, 2 through 4. Next, make your bed and do it with excellence. Completing one thing to the best of your ability first thing in the morning has a heavy influence on the remainder of Day 1 and Days 2 through 4. What you think about, you bring about and how you do anything is how you do everything.
- Next, set and protect time boundaries for the value creating habits you intend to practice during Day 1.

Day 1 Examples:

5:00am to 5:15am: Perform personal necessities, including hydration loading.

5:15am to 5:45am: Practice mindfulness, meditation, prayer, and/or other spirit and soul feeding activities.

5:45am to 6:45am: Read, listen to podcasts, and watch YouTube videos for skills development and personal development mastery.

6:45am to 6:55am: Transition time for additional hydration loading and prep for the next habit.

6:55am to 7:55am: Perform the ritual of movement and physical exertion for physical fitness mastery.

7:55am to 8:30am: Perform personal hygiene and dressing.

8:30am until 9:00am: Prepare for Day 2, the first half of the work or school day.

Remember, Day 1 consists of a set of habits forming a consistent process with boundaries for energy and time optimization. This is all in preparation of optimizing Days 2, 3, and 4.

Notice, all of my Day 1 habits are spending time, taking care of the necessities or investing time, creating value in and for myself so that I have the ability and availability to invest in and for others.

You'll also notice I don't make time to consume fuel during Day 1. I do take supplements at the beginning of Day 1. However, I find better health and fitness with intermittent fasting, consuming my first nutritional fuel at the end of Day 2 or the beginning of Day 3.

Day 2

In this example, Day 2 begins at 9:00am and ends at 1:00pm. Day 2 is obviously the first day I practice my art, what I do to maintain financial sustainability and freedom. This can also be Day 2 for school, for parenting, or for enjoying rest and recovery, including vacation.

WARRIORS teach others how to work with them so that they can maintain or increase their energy and momentum on their scheduled priorities. For example, inform others that you only check and return email, texts, and phone calls, 11:00am to 11:30am and again during Day 3, 4:00pm to 4:30pm. I make it an objective to at least acknowledge all inbound communication within 24 hours, Monday thru Friday. WARRIORS set boundaries on their communication processes and don't allow others to steal their energy and time outside of those boundaries. Everyone else will soon change their expectations of a WARRIOR from an immediate response to a scheduled response.

Most emails are FYI or CYA oriented and not urgent, even though the sender may feel otherwise. Most texts and phone messages are the result of others not planning and executing their own work and responsibilities effectively. So, when they find themselves needing something from me, they consider it to then be urgent so that they can stay on track, on time, and out of trouble.

Communication boundaries are for family, superiors, peers, subordinates, vendors, etc. WARRIORS explain to everyone that by honoring their boundaries, they will have the WARRIOR's undivided attention, positive energy, and a clear head when the WARRIOR responds. Thirty minutes during Day2 and again during Day 3 is plenty of time for the WARRIOR to handle all important communications.

Too often others don't use the most effective and efficient medium for communications. They tend to use what they're most comfortable with or most familiar with, not what's most appropriate and effective under the circumstances. If the communication is more in-depth than a question or two, a phone conversation or virtual or in-person meeting should be scheduled on my calendar. During conversations, WARRIORS will volley questions and answers with the other person to ensure there is clear intention and understanding for both parties.

Additionally, WARRIORS teach others how to work with them by not accepting appointments on their calendar without a specific time block being designated ahead of time, a specific agenda being provided and approved, and a brief description of the intended outcome of the discussion or meeting. If someone says they only need 15 minutes of my time, unless I take control, they will end up taking 30 minutes or more. As an example, a WARRIOR will tell the requestor that they will only schedule the discussion for 5 minutes, and that's only after the WARRIOR is comfortable with the agenda and intended discussion outcome provided by the requester. In this example, only allowing the requester to have 5 minutes forces them to be on time, to be prepared and to the point. This doesn't mean WARRIORS devalue relationships due to the boundaries they set and honor. There are appropriate times and places when WARRIORS enjoy building relationships.

The point of teaching others how to work with me is to set and keep boundaries that prevent interruptions and distractions. I identify what my boundaries are, communicate them, and don't allow anyone to steal them.

No matter a WARRIOR's art or profession, it is critical for their energy generation and preservation, to take 5 to 10 minutes each hour of Day 2 and Day 3 (1pm to 5pm), for rest and recovery. This is the time to do any or all of the following: hydration, meditation, deep breathing, wall or floor pushups, a short walk outdoors, etc.

You may ask how you could possibly take 5 to 10 minutes each hour when your calendar is full, hour to hour. Once again, teach others how to work with you. Be the change you hope to see in them. You own your calendar. If you typically schedule your meetings for 60 minutes, you would likely agree that there are at least 15 minutes of wasted time during the meeting due to no agenda or an agenda that isn't followed, and/or no stated intended outcome.

Begin scheduling your one hour meetings for 45 minutes and your 30 minute meetings for 20 minutes. You'll quickly realize you can accomplish as much or more in 45 minutes as it causes everyone to be better prepared for the meeting. It's also more effective to end a meeting on time and reschedule an additional meeting if necessary. The shorter meetings provide everyone the opportunity to maintain their energy and clear thinking.

During Day 2 or Day 3, you will likely take on your first or second nutritional fuel load. WARRIORS are healthy and fit due to their intention being focused on nutritional fuel instead of "food". Consuming fuel is investing time as it generates energy and sustains health and wellness. Consuming food, often empty calories with high salt and sugar content, tends to waste time. When consuming empty calories instead of energy producing nutrition, your physical energy and your mental performance will be negatively impacted, especially during Day 3. Loss of optimum physical energy and a mental edge results in wasted time.

WARRIORS plan their days at the beginning of the month and in more detail at the beginning of each week. Planning includes scheduling meetings, appointments, and tasks in your calendar. As the weeks, days and hours evolve, you replan and adjust your calendar. WARRIORS make it a habit to schedule the most difficult, challenging, and possibly uncomfortable activities and communications at the beginning of Day 2. Accomplishing the hardest things first eliminates the stress that drains energy for the remainder of Day 2 and Day 3.

Unless your work or art requires 10 or 12 hour shifts or on-call availability, complete all of what you have scheduled in your calendar for Day 2 and Day 3. If you're unable to do this consistently, review your workflow habits to identify what you need to stop, start, or change so that you can consistently complete your self-imposed or assigned responsibilities within the 8 hours that are Day 2 and Day 3.

I only perform work or art that supports the lifestyle I choose to live. I don't allow how I choose to earn a living to negatively impact my lifestyle. Otherwise, something more important to my lifestyle or my life will suffer, such as my health, and my next most valuable assets, my family and my inner circle relationships.

During Day 3, at 4:30pm I begin shutting down my work. I complete my communications. I determine what I know I will need to change in my calendar for my next Day 2 and Day 3. I then make those calendar changes. I make sure I'm appropriately hydrated. While reflecting on Day 2 and Day 3, I journal about my wins, my opportunities to learn, and how I will implement any beneficial changes. There are always lessons in winning as well as in failures.

Next, I review evening appointments or events I may have scheduled on my calendar. I determine how and what time I will invest time during Day 4 with family and friends. I think about how I'm grateful for my family and friends and what I look forward to that involves them during Day 4.

Day 4

Day 4 is the most important day of the 6 days! Day 4 begins at 5pm and ends at 9pm. Virtually everything I do or don't do during Day 4 will significantly effect Day 5 and Day 6. What I consume in fuel, how much I consume, and when I consume it will result in a restful night of sleep, or not.

At the beginning of Day 4, I make sure I've already consumed 80% of my hydration for the 6 day period. Next, I plan my remaining 20% hydration to be consumed by 7pm. Any hydration after 7pm will effect a restful night of sleep. Most people are moderately dehydrated, significantly impacting their physical energy and mental cognition. As a general rule of thumb, if you weigh 150 pounds and are physically exerting energy, working out, 30 to 60 minutes per day, your body needs approximately 100 ounces of water per day. That's just over 7 ounces of water per hour, Day 1 through Day 4 (7pm).

I plan my Day 4 activities, appointments, and events so that by 8pm I begin preparing for Day 5 and Day 6, my 8 hours of rest and recovery during sleep. Beginning at 8pm, I shut down all electronics, including the TV, laptop, games, and phone. I eliminate stress in my sleeping quarters by keeping the area clean and organized and not allowing a TV in the room. I prepare my sleeping quarters with clean linens, blackout window coverings, a cool temperature, and ambient sound. I don't use my phone for an alarm clock. I use an old school alarm clock without backlighting. A box fan is an inexpensive ambient sound solution.

I take care of my hygiene habits. I practice deep breathing and/or guided meditation. Finally, I journal with pen and pad, my electronics are turned off, a pen and pad provide a level of calming meditation. I briefly write about the three things, including people, that I'm grateful for that day and why. Then I write about what I'm most excited about or motivated about during the next 24 hour period. I turn out the lights and give thanks for my life and for those I love and care about. My subconscious mind will marinate on these things during Day 5 and Day 6, allowing for deeper and better sleep. I will then wake on my next Day 1 with a positive attitude and something to look forward to.

In summary, the 6 Days in 24 Hours concept is a very successful and sustainable framework for me and many of my current and former clients. The framework is not intended to be absolute and sterile. Everyone encounters the expected but unplanned circumstances and situations in life. When those things occur, we temporarily adjust our framework. However when practiced consistently, your framework for Energy Management and Time Optimization significantly decreases or eliminates poor planning and ineffective communication, both of which result in large wastes of energy and time.

When I travel, I adjust my framework. When I'm ill, I adjust my framework. When I'm enjoying vacation, I adjust my framework, while doing my best to continue my Day 1 and Day 4 rituals. This approach enables me to have the energy and attitude to enjoy my vacation to the fullest.

If something interrupts me from using my framework for a day or a week, I will simply reengage it as soon as possible. Without a framework such as 6 Days in 24 Hours, we are less likely to resume our habits and processes following a situation that requires adjustment.

Enjoy your new found energy and ability to optimize your time as WARRIORS do.