



ENERGY MANAGEMENT & TIME OPTIMIZATION

6 Days in 24 Hours

People usually think of aggression and toughness when they hear the term WARRIOR. The truth is that a WARRIOR is simply someone who lives a life of freedom and availability from developing a mindset for growth and mastery of awareness, fitness, discipline, preparation, practice, energy, and accountability.

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 have the same 24 hours each day. No one can stop, speed up or slow down the seconds as they tick away. Time cannot be managed. We can only manage ourselves through intentionality, boundaries, and discipline.

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, shopping for home goods, etc. Everything else is wasting time. Wasting time rapidly depletes your energy. Planned or even spontaneous rest, recovery, and fun are all time investments as long as intention and boundaries are observed.

Most Costco stores close at 8pm. Spending time is shopping at Costco on Friday at 7pm when there are the fewest customers to slow you down while also having a specific purchasing list.

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

Six Days in 24 Hours

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 5:00 AM club, your Day 1 begins at 5:00 AM. Your 4 hour Day 1 is then from 5:00 AM until 9:00 AM. Before you do anything else, start a new habit of not checking your phone for text messages or email prior to 8:30 AM. At 8:30 AM. If something is truly urgent, create a backdoor process for these situations which should be few and far between. If you choose to check your devices before 8:30 AM, 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 one 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:

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

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

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

6:45 AM to 6:55 AM: The Pause, transition time for additional hydration loading, deep breathing, and prep for the next habit.

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

7:55 AM to 8:30 AM: Perform personal hygiene, dressing, etc.

8:30 AM until 9:00 AM: 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 **Day 1** habits are spending time, taking care of the necessities or investing time, creating value in and for yourself so that you have the ability and availability to present your best for yourself and others.

You'll also notice fuel isn't consumed during Day 1. This is an intermittent fasting example, waiting to consume your first nutritional fuel at the end of **Day 2** or the beginning of **Day 3**.

Day 2

In this example, **Day 2** begins at 9:00 AM and ends at 1:00 PM. **Day 2** is obviously the first day to practice business, the activities to earn and 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, 11:00 AM to 11:30 AM and again during **Day 3**, 4:00 PM to 4:30 PM. 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 reaction to a scheduled, but definite response.

Too many emails are FYI or CYA oriented and not urgent, nor are they important, 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, they consider it to then be urgent, seeking an immediate reaction so that they can stay on track, on time, and out of trouble.

Communication boundaries are necessary with family, friends, professional associate, etc. WARRIORS explain to everyone that by honoring their boundaries, others will have the WARRIOR's undivided attention, positive energy, and a clear head when the WARRIOR responds. Thirty minutes during **Day 2** 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 modes for communication. They tend to use what they're most comfortable with or most familiar with, not what's most appropriate and effective for 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. During conversations, WARRIORS will volley questions and answers with the other person or persons to ensure there is clear intention and understanding for all parties.

Additionally, WARRIORS teach others how to work with them by not accepting appointments on their calendar without a specific agenda being provided and approved, a brief description of the intended outcome of the discussion or meeting, and then a specific time will be blocked on your calendar. If someone says they only need 15 minutes of your time, unless you manage this process, they will end up taking 30 minutes or more. It's not malicious or intentional, it's just that too many people don't prepare properly to utilize their own time effectively. As an example, a WARRIOR will inform 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 and 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 you is to set and keep boundaries that prevent interruptions and distractions. Identify your boundaries, communicate them, and don't allow anyone to impose on them.

No matter a WARRIOR's profession or life activities, it is critical for their energy generation and preservation to take 5 to 10 minutes each hour of **Day 2** and **Day 3** (1:00 PM to 5:00 PM), 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, or just pausing to think and regain perspective on the day.

You may wonder 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 like is typically the standard, you would likely agree that there are at least 15 minutes of wasted time during the meeting due to lack of preparation and focus, 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 everyone will accomplish as much or more in 45 minutes as they could in 60 minutes, as it causes everyone to be better prepared for the meeting. It's also more effective to end a meeting on time and schedule 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 of 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 and less than optimal performance.

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 on their calendar. As the weeks, days and hours evolve, WARRIORS replan and adjust their 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 life activities 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**.

Only perform work that supports the lifestyle of freedom you choose to live. Don't allow how you choose to earn a living to negatively impact your lifestyle. This initially takes a lot of thinking and planning and even short term sacrifices. Without making this investment in one's self, people end up just working for a paycheck or to keep a business afloat. This ultimately affects their health, their wellbeing, and their availability to perform consistently and at a high level.

During **Day 3**, at 4:30 PM Begin shutting down your work. Complete your communications. Determine what you know you will need to adjust in your calendar for your next **Day 2** and **Day 3**. Then make those calendar adjustments. Make sure you're appropriately hydrated. While reflecting on **Day 2** and **Day 3**, journal about your wins, your opportunities to learn, and how you will implement any new knowledge or beneficial changes. There are always lessons in winning as well as in failures.

Next, review evening appointments or events you may have scheduled on your calendar. Determine how and what time you will invest time during **Day 4** with family and friends. Think about how grateful you are for your family and friends and what you 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 5:00 PM and ends at 9:00 PM. Virtually everything you do or don't do during **Day 4** will significantly effect **Day 5** and **Day 6**. What you consume in fuel, how much you consume, and when you consume it will result in a restful night of sleep, or not.

At the beginning of **Day 4**, make sure you've already consumed 80% of your hydration for the 6 day period. Next, plan your remaining 20% hydration to be consumed by 7:00 PM. Any hydration after 7:00 PM will effect a restful night of sleep. Most people are moderately dehydrated, at best, 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** (7:00 PM).

Plan your **Day 4** activities, appointments, and events so that by 8:00 PM you begin preparing for **Day 5** and **Day 6**, your 8 hours of rest and recovery during sleep. Beginning at 8:00 PM, shut down all electronics, including the TV, laptop, games, and phone. Eliminate stress in your sleeping quarters by keeping the area clean and organized and not allowing a TV in the room. Prepare your sleeping quarters with clean linens, blackout window coverings, a cool temperature, and ambient sound. Don't use your phone for an alarm clock. Use an old-school alarm clock without backlighting. A box fan is an inexpensive ambient sound solution.

Take care of your hygiene habits. Practice deep breathing and/or guided meditation. Finally, your electronics are turned off, so journal with pen and pad. A pen and pad provide a level of calming meditation. Briefly write about the three things, including people, that you're grateful for that day and why. Then write about what you're most excited about or motivated about during the next 24 hour period. Turn out the lights and give thanks for your life and for those you love and care about. Your subconscious mind will marinate on these things during **Day 5** and **Day 6**, allowing for deeper and better sleep. You will then wake on your 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 most people once they decide to be disciplined and tweak the processes to be most effective for them. 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 you travel, adjust your framework. When you're ill, adjust your framework. When you're enjoying vacation, adjust your framework, while doing your best to continue your Day 1 and Day 4 rituals. This approach enables you to have the energy and attitude to enjoy your vacation to the fullest.

If something interrupts you from using your framework for a day or a week, 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.