

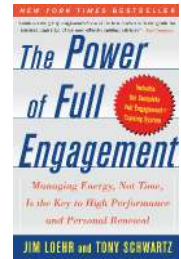


"The Power of Full Engagement"

by Jim Loehr & Tony Schwartz

In a word: energy

Managing energy, not time is the key to
building the life you want.



About This Package

You will not find a summary of "The Power of Full Engagement" within these pages. Instead, we have created some basic overviews and tools to help you remember and more importantly put into practice the principles and strategies of the book. One question we're often asked is if a book is worth the time to read it.

Let me assure you that if we go to the effort of creating this package of tools ... it's worth it. That said, here's how we feel about "The Power of Full Engagement" ...

This book is a bit of an oldie, but it's still a goodie over 15 years later. The authors have extensive experience in helping athletes and other individuals overcome the obstacles to effectiveness and success. Some of the material will feel over-covered at this point as so much has been written. That said, this book is an easy, clear look at how to become more productive and effective.

For more posts and information about "The Power of Full Engagement", visit the book specific category on CuriousPursuit.com at ...

<http://www.curiouspursuit.com/category/book-tool/powerfullengagement/>

To purchase the book go to ...

<http://www.curiouspursuit.com/go/power-full-engagement>

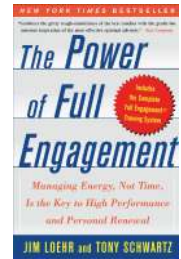


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Making change that lasts
requires a three-step process:

**Define Purpose
Face the Truth
Take Action**

Managing energy, not time, is the fundamental currency of high performance. Performance is grounded in the skillful management of energy.

Great Leaders are stewards of organizational energy. They begin by effectively managing their own energy. As leaders, they must mobilize, focus, invest, channel, renew and expand the energy of others.

Full engagement is the energy state that best serves performance.

Principle 1: Full engagement requires drawing on four separate but related sources of energy: physical, emotional, mental, and spiritual.

Principle 2: Because energy diminishes both with overuse and with underuse, we must balance energy expenditure with intermittent energy renewal.

Principle 3: To build capacity we must push beyond our normal limits, training in the same systematic way that elite athletes do.

Principle 4: Positive energy rituals-highly specific routines for managing energy-are the key to full engagement and sustained high performance.

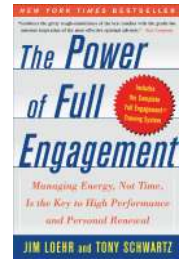


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From an energy perspective, negative emotions are costly and inefficient. Much like a gas-guzzling car, they draw down our energy stores at a rapid rate.

The best way to build an emotional muscle, much like a physical muscle, is to push past your current comfort zone and then recover.

Time management, we tell our clients, is not an end in itself. Rather it serves the higher goal of effective energy management.

Values hold us to a different standard for managing energy.

The best way to build an emotional muscle, much like a physical muscle, is to push past your current comfort zone and then recover.

High fitness makes it possible to perform on less sleep. If time is an issue, substituting a half hour of cardiovascular exercise or strength training for a half hour of sleep is a great trade.

Most Important Physical Energy Management Strategies

Go to bed early and wake up early

Go to sleep and wake up consistently at the same times

Eat five to six small meals daily

Eat breakfast every day

Eat a balanced, healthy diet

Minimize simple sugars

Drink 48 to 64 ounces of water daily

Take breaks every ninety minutes during work

Get some physical activity daily

Do at least two cardiovascular interval workouts and two strength training workouts a week

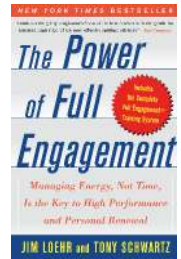


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Book Tools

What follows are the "book tools" we've created to help you take advantage of the learning offered in the book. These are all meant to be printed and used IRL.

Under<>Over

This tool encourages you to think about different areas of life and performance and the level of effort or focus you are placing into each. Use this as a guide to areas in which you might want to shift current focus either up or down.

Evaluating Purpose

Answer both quantitatively and qualitatively to get a better understanding of what drives and motivates you. Are you currently headed in the right direction to maximize your personal fulfillment and purpose?

Personal "Check-in"

A regular review of these questions will help you determine how you are doing around your commitments to living a more fully engaged life.

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Under<>Over

Use this tool to examine the extent to which you are over or under - engaging (whether it be through time, money, mental effort, etc.) in different ways or areas of your life. Think and record (with an "x" on the measurement line) honestly for in each are and then examine what that might mean for you.



Meditation

You might call this prayer or quiet time or ... whatever you will. Sitting quietly while doing nothing else.



Strength Training

Many will get a lot of cardio but no strength training ... both are important and worth the effort.



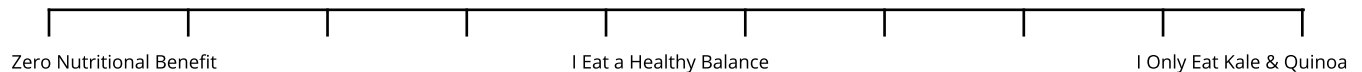
Cardio Training

Many will get a lot of strength but no cardio exercise ... both are important and worth the effort.



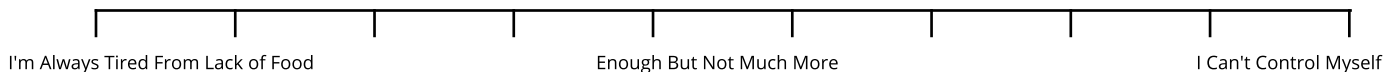
Quality of Eating/Nutrition

So much focus around what you eat is about the total calorie count, but how high quality are those calories?



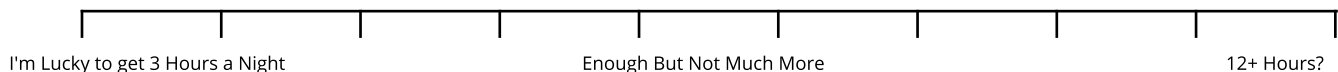
Quantity of Eating/Nutrition

Eating the right amount of food for your lifestyle and activity level is critical for both energy and weight management.



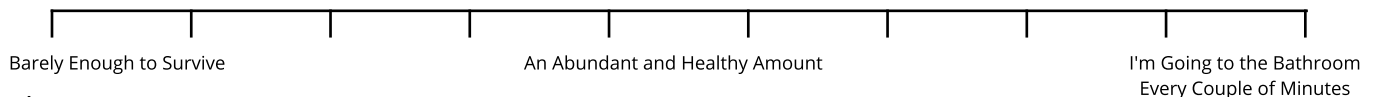
Amount of Sleep

An appropriate amount of sleep will help balance stress & recovery and allow you to accomplish a lot more.



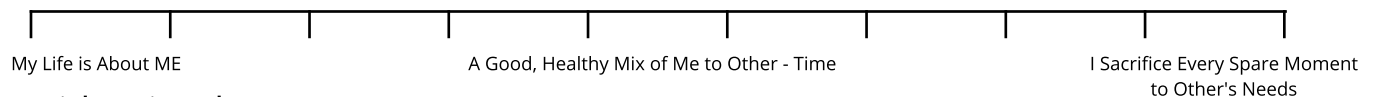
Water Consumption

Water will help your body manage healthy processes and recover from exercise and stress.



Service

Water will help your body manage healthy processes and recover from exercise and stress.



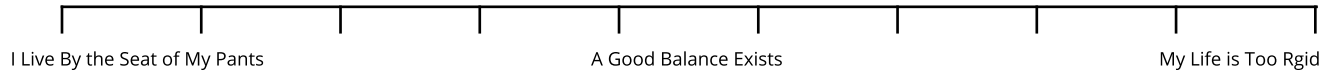
Time With Friends

Time with friends is important, but must also be balanced with alone and productive work time.



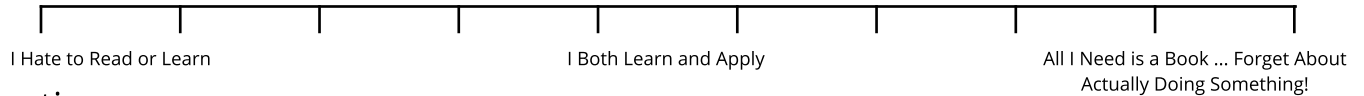
Meaningful Rituals

Life must be balanced between meaningful, productive rituals and open-ness to the flow of the day.



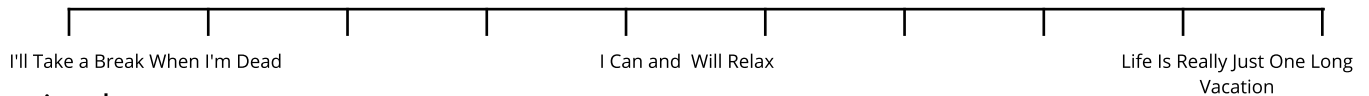
Learning & Growth

Life-long learning is important to success and fulfillment ... just don't become a do-nothing learning junkie:)



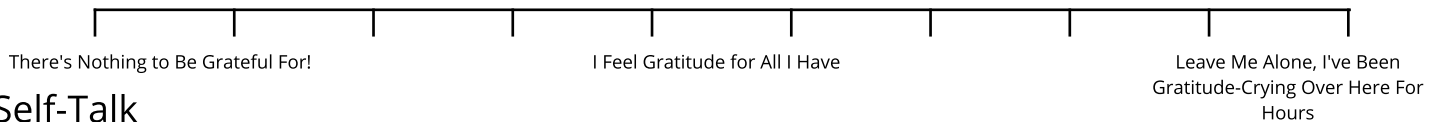
Downtime

Everybody needs recovery ... physically, emotionally, intellectually ... just don't overdo it!



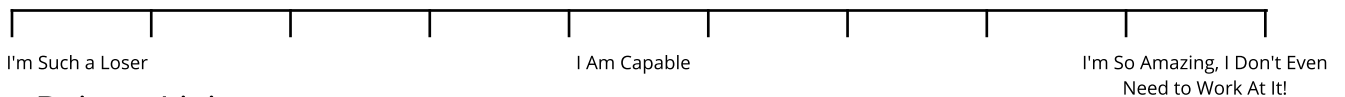
Gratitude

It is important to both be grateful and be productive so that others are grateful for you?



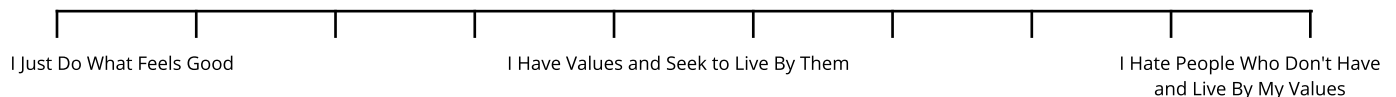
Self-Talk

Appropriate self-talk is an important aspect of performance. Be positive, but not delusional.



Values-Driven Living

Living by a set of values enables a rich, purposeful life ... just be patient with the rest of us.



Too Little

Just Right

Too Much

Too Little

Just Right

Too Much

Too Little

Just Right

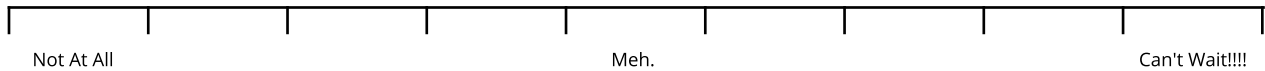
Too Much

Evaluating Purpose

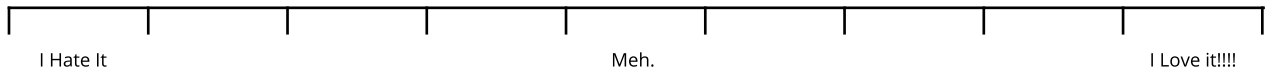
Answer and fill-out the questions below to start exploring what your individual purpose might be.
Use this as a guide to further thinking and exploration.



How excited are you to get to work in the morning?



How much do you enjoy what you do for its own sake rather than what it gets you?



How accountable do you hold yourself to a deeply held set of values?



Jump ahead to the end of your life. What are the three most important lessons you've learned and why are they so critical?

Think of someone that you deeply respect. Describe three qualities in this person that you most admire.

Who are you at your best?

What one-sentence inscription would you like to see on your tombstone that would capture who you really were in life?

Personal "Check-In"

Answer and fill-out the questions below to get a quick idea of "how you are doing".



How fully engaged are you in your work?

Not at all					Sort of ...				Completely

What is standing in your way?

How closely does your everyday behavior match your values and serve your mission?

Not at all					Sort of ...				Completely

Where are the disconnects?

How fully are you embodying your values and vision for yourself ...

At work?

Not at all					Sort of ...				Completely

At home?

Not at all					Sort of ...				Completely

In your community?

Not at all					Sort of ...				Completely

Where are you falling short?

How effectively are your choices serving your key values in the areas of ...

Nutritional habits?

Not at all					Sort of ...				Completely

Exercise?

Not at all					Sort of ...				Completely

Sleep?

Not at all					Sort of ...				Completely

Balance of stress & recover?

Not at all					Sort of ...				Completely

Emotional response in any given situation?

Not at all					Sort of ...				Completely