Peak Performance
Energy & Time Management

Prepared for the
Center for Inclusive Education

Presenters:
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A steep learning curve to get back into flow

Difficulty / Challenge

High

Anxiety

way too difficult

slightly too hard

just right

shallow learning curve

B1

B2

B3

B4

Flow

Boredom

Skill / Ability

Low

High
Mihály Csíkszentmihályi’s model of flow as related to challenge and ability.
1. Having a clear understanding of what you want to achieve.
2. Being able to concentrate for a sustained period of time.
3. Losing the feeling of consciousness of one's self.
4. Finding that time passes quickly.
5. Getting direct and immediate feedback.
6. Experiencing a balance between your ability levels, and the challenge.
7. Having a sense of personal control over the situation.
8. Feeling that the activity is intrinsically rewarding.
9. Lacking awareness of bodily needs.
human beings are not computers

We’re not meant to run at high speeds, continuously, for long periods of time. Science tells us we’re at our best when we move rhythmically between spending and renewing energy – a reality that companies must embrace to fuel sustainable engagement and high performance.
Are You Headed for an Energy Crisis?
18 LEADERSHIP STATES OF MIND

PERCENTAGE OF LEADERS WHO EXPERIENCE THIS STATE OF MIND ‘OFTEN’ OR ‘REGULARLY’

100%

80 -
60 -
40 -
20 -

LOWER STATES OF MIND

NEUTRAL

HIGHER STATES OF MIND

SOURCE ALEXANDER CAILLET, JEREMY HIRSHBERG, AND STEFANO PETTI

SBU Career Center
Change the Story!!
A FEW SUGGESTIONS

• Eat Slowly

• Change Channels on Friday

• Control Your Anger

• Turn Off Email Once-a-Day

• Daydream on Purpose
Energy champion resource kit

- Tony Schwartz and the energyproject.com

How Your State of Mind Affects Your Performance

- Caillet, Hirshberg, and Petti
  (Institute for Transformational Leadership at Georgetown University)
What is your time perspective?
Time is free, but it's **priceless**.
You can't own it, but you can use it.
You can't keep it, but you can spend it.
Once you've lost it you can **never** get it back.
Time is too slow for those who wait, too swift for those who fear, too long for those who grieve, too short for those who rejoice, but for those who love, time is eternity.

~Henry Van Dyke
<table>
<thead>
<tr>
<th>Past-Positive</th>
<th>Past-Negative</th>
<th>Present-Fatalist</th>
<th>Present-Hedonist</th>
<th>Future</th>
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<tbody>
<tr>
<td>Observes rituals, traditions; may be storytellers/nostalgic</td>
<td>Not influenced by future consequences; may misremember the past in negative ways</td>
<td>Believe that nothing will work out so why bother. Luck is more important than hard work</td>
<td>Impulsive; tries to live life fully one day at a time, novelty and sensation seeking</td>
<td>Goal-oriented, prepares for tomorrow</td>
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<td>High rates of happiness positivity, high self-esteem</td>
<td>High anxiety, depression and aggression</td>
<td>High anxiety, depression and energy</td>
<td>High energy, aggression, creativity</td>
<td>High correlation with conscientiousness, preference for consistency, ego control, energy, impulse control, reliability, trustworthiness</td>
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<tr>
<td>Moderately energetic, friendly, creative</td>
<td>Low rates of self-esteem, emotional stability, impulse control, happiness and energy</td>
<td>Low rates of concern for the future, self-esteem, conscientiousness, energy, emotional stability, happiness</td>
<td>Low ego control, conscientiousness, impulse control, emotional stability, preference for consistency.</td>
<td>Low levels of sensation seeking, aggression and depression</td>
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Ordinary people think merely of spending time. Great people think of using it.
Structuring * Scaffolding
Chunking
Recording * Analyzing
Tweaking
*
*
Exercises:

• Charting Your Week
• Chunking Your Time in light of priorities & your biological prime-time
• RAC method
• Resources that can help
NO – not at this exact moment
NO – not just yet
NO – how about later?
NO – how about tomorrow?
NO – how about next week?
NO – NEVER....
Implement at least one idea from today within the next 72 hours and it has a chance of becoming part of your new routine.

(we’d like think you got more than one great idea....)
I DON'T ALWAYS BLOG ABOUT PRODUCTIVITY

BUT WHEN I DO, IT'S DURING WORK HOURS