How Do You Do It All? You Do Not.

Realistic Tips for Time Management

What's taking up most of your time right now?

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On a scale from 1–5, how overwhelmed have you felt this week *(1 being extremely overwhelmed and 5 being not overwhelmed at all)*. _____

Who are you trying to prove yourself to?

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Expectations

INTERNAL *Values, beliefs, past experiences, or personal standards*	**EXTERNAL** *Family, culture, workplace norms, social pressures*
I should be able to handle everything on my own.	A boss expecting instant email responses, even after hours
If I don't do it perfectly, I'm failing.	Cultural norms that say women should always "hold it all together"
I can't let anyone down — ever.	Family members who expect you to take on caretaking roles
Rest is lazy. I need to stay productive.	Social media messaging about being constantly productive or successful

What are your values?

Value	How does this value show up in how you manage time?	Is the value aligned with how you manage time?

Power Move

Let values be your filter, not just your goals. When you lead from what matters most, clarity comes easier.

Time vs. Energy Management

Concept	Time Management	Energy Management
Definition	Organizing how you spend hours and minutes	Organizing how you spend and replenish your focus, emotion, and stamina
Focuses On	Schedules, calendars, deadlines, task lists	Mental clarity, physical stamina, emotional well-being, motivation
Assumes	All hours are equal	Not all hours feel or perform the same
Tools Used	Planners, timers, to-do lists	Rest, breaks, boundaries, environment, wellness habits
Goal	Efficiency — get more done in less time	Sustainability — do your best work without burning out

GREATER YOU
LEADERSHIP

Energy Assessment

Write down three responsibilities you have? Does the responsibility, energize or drain you? Place an X in the appropriate box next to the responsibility.

Responsibility	Energizing (E)	Draining (D)

Boundary Setting Scripts

"I'd love to, but I need to prioritize my current commitments."

"That's not something I can give my full attention to right now. Let's schedule some focused time for it at 00:00 or on MM/DD/YY."

"I'm offline after 6 PM to recharge and be present with my family"

Stop - Start - Continue

One of the most practical tools for re-centering your leadership and life is the Stop–Start–Continue exercise.

STOP: What's something you need to stop doing

> *Examples*: Overcommitting, micromanaging, responding to emails after hours, saying yes without pause.

START: What's something you want to begin doing

> *Examples*: Blocking time for rest, asking for help, protecting creative space, starting your day with intention.

CONTINUE: What's something you're already doing well

> *Examples*: Morning walks, weekly planning time, turning off notifications, delegating certain tasks.

Personal Sustainability Plan

A Personal Sustainability Plan is a simple, action plan that helps commit to leading with balance, clarity, and intention instead of overextension.

STOP

_____

_____

START

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CONTINUE

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Power Move

Sustainability isn't just for the planet — it's for people too.

Communication

Communication is a key skill that makes time and energy management actually work in the real world. Without clear, values-aligned communication, even the best personal boundaries or priorities can fall apart.

- Clearly Express Your Boundaries
- Reset or Clarify Expectations Early
- Align Requests and Tasks with Your Values

Practical Best Practices

Below are some practical tips to use when managing time and energy.

Time Tips

- Block 1–2 hours of focused time for priority work (no multitasking)
- Use a simple "Top 3" daily list — not a 20-item to-do list
- Build in 10-minute buffers between meetings

Energy Boosters

- Protect your peak energy times for creative or strategic work
- Schedule short breaks to reset (stand, stretch, breathe)
- Say "no" to one thing that drains you but isn't urgent

Action Commitment

Identify one shift to implement this week.

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"You cannot stumble upon greatness; you walk up to it and introduce yourself."

-Christin Webb