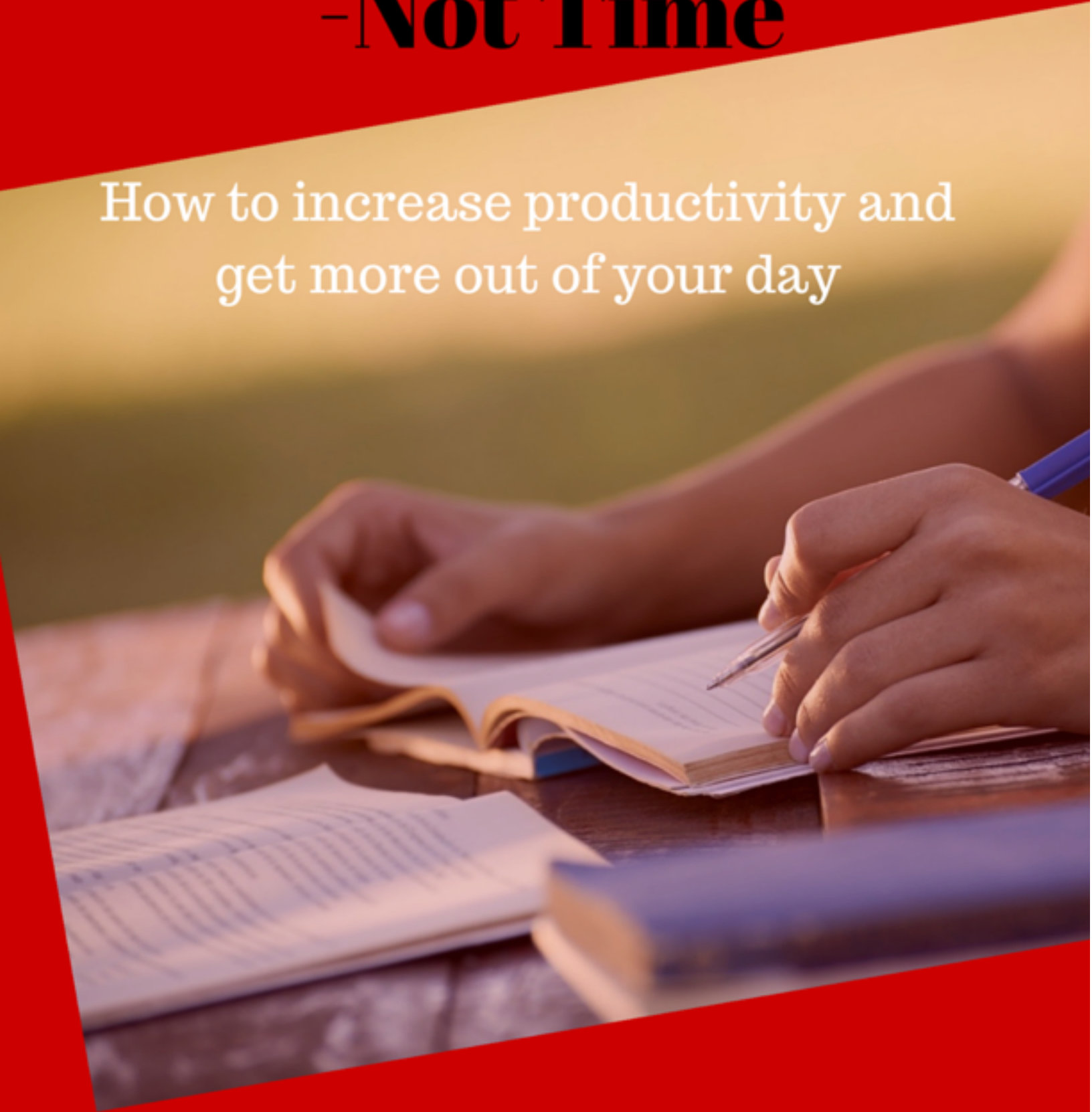


# **Manage your ENERGY -Not Time**

How to increase productivity and  
get more out of your day



By Laurie-Ann Murabito

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## Introduction

Congratulations, on getting your copy of *Manage Your Energy-Not Time*, which is going to make a huge difference in your life. A few minor tweaks here and there and presto. You will begin to see how much more you will be getting done, because you've got more energy.

After I published my book, [Rethink Leadership, 4 Lessons to Make You Remarkable](#), so many people commented on how they wanted to do what the book suggested. But, they were too exhausted, with their own list of things to do, to add something else. I've done a number of webinars and programs on energy management. So here it is, in an ebook.

When you stop to think about it; how can you manage something that is not manageable? Time happens one second at a time. I have 24 hours in a day and so do you. How do you manage a constant? The answer is, you can't. But you can manage your energy, which you have more control over than you realize. By the end of this ebook, you will better understand and have a firmer grasp on how you control you energy.

Stop and think back on a day, when you were exhausted and didn't feel like you accomplished much at all. Think about how you were dragging through the day. How many cups of coffee did you have or reach for? Did you dream about taking a nap? Was time ticking by ever so.....slowly? Your to do list was growing, but you didn't have an ounce of energy to check anything off that list. How did you sleep the night before? What kinds of foods were you craving? What did you eat that day? Were you constantly checking your cell phone or email inbox? Was your family demanding more of you?

Now, think about a day you got so much done.....remember that one? Or are they so rare, you don't remember the last time you felt that productive? Well, work with me and remember that kind of a day or pretend to.

What was your overall general mood? How did you sleep the night before? Who did you interact with? What kind of energy or mood were you giving off? Were you amazed with how much stuff you got done and accomplished? What did you eat that day? Did you get a workout in, with all that energy? Were you smiling? Did you wake up on your own or with an alarm? Did you interact with your friends and family differently?

Well, this ebook with help shed some light on were you can make some minor changes to get the most out of your day. I know you have a growing to do list and numerous demands on your personal and professional life.

Watch this [video](#), it's from a presentation I gave at a conference. I brought one of my assistants with me, to throw things at me....

***Funny, huh?***

Well, it was to demonstrate the number of ball we try to keep in the air or all the things you do in a day and need to keep on top of. Then I dropped them all, because there is only so much you can hold or do at one time. What energy did I have left for me? What energy did I have to pursue my dreams? When was I going to have time to work towards my goals?

You get the picture. We all have 24 hours in a day. Let me show you some hacks to be more productive, because you will become a master at managing your energy, which will make a HUGE difference.

***Let's get started!***

# Sleep

How much sleep did you get last night? What do you think your average is?

If you have a FitBit or other device that tracks your sleep, you know it can give you an idea. (They aren't always a 100% accurate.)

In a study conducted by the National Geographic Channel, 73% said they do not get 8 hours of sleep each night. Of those, 54% said they felt they needed at least 8 hrs of sleep. The dangers of not getting enough sleep are similar to driving while under the influence.

You can read more about it [here](#).



You may be like myself, and not physically need 8 hours of sleep but you need to get quality sleep. I can always tell when my life has become more stressful and needs attention. I sleep more and feel tired, which impacts my productivity. When I finally notice this extra stress, I make what adjustments I

can to address this extra stress in my life. Remember, not all stress is bad stress and we all have varying degrees of stress in our lives.

When we sleep, our bodies, literally, go through a transformation. From repairing muscles, to restoring a new supply of hormones, for the next day, to clearing the mind. It all happens while we sleep. It is such a vital part to recharging your body and should not be ignored.

Here are a few suggestions to get more restful sleep.

1. Go to bed at a regular time.
2. Wake up at a regular time.
3. Set your bedroom temperature slightly cooler.
4. Purchase a comfortable mattress and pillow.
5. Begin calming down 90 minutes before you go to bed.
6. Do not read on your smart phone or tablet. Read a physical book.
7. Do not watch TV in your bedroom.
8. If you wake up in the middle of the night, with something on your mind, write it down and release it from your subconscious mind.

# Water

Our body weight is made up of 55-60% water. Your heart and brain weight is 73% from water, while your lungs are about 83%.

## Water is used for:

- Regulating body temperature, through perspiration and respiration
- Metabolism of carbohydrates and proteins
- Lubricates joints
- Protects the brain, spinal cord and other organs.
- And more.....



You can survive 3 minutes without oxygen, 3 weeks without food but only 3 days without water.

Your body's need to replenish water is high, but you need to do your part and assist. Your goal should be to drink 60-70 ounces of water each day.



Coffee, tea and alcohol DO NOT count. These items actually dehydrate you by telling your kidneys to remove more fluids from the blood stream.

If you have a salty meal, such as sushi with soy sauce (which I LOVE) you'll need extra water to combat the sodium.

1. Carry a water bottle with you everywhere.
2. Sip throughout the day.
3. Drink 10-12 ounces of water when you wake up in the morning.
4. Set a goal to drink 25-30 ounces of water during your workout.

***If you feel tired during the day, don't grab another coffee.*** Reach for a bottle of water.

I travel a great deal on airplanes. On my way to the airport or before I walk through security, I always drink a large bottle or 25 ounces of water.

Dehydration from a flight is the main reason people feel tired when they get to their destination.

If you are outside, in hot humid weather, drink extra water.

I keep track of the amount of water I drink with my FitBit app. I have a daily goal and more often than not, I reach that daily goal!

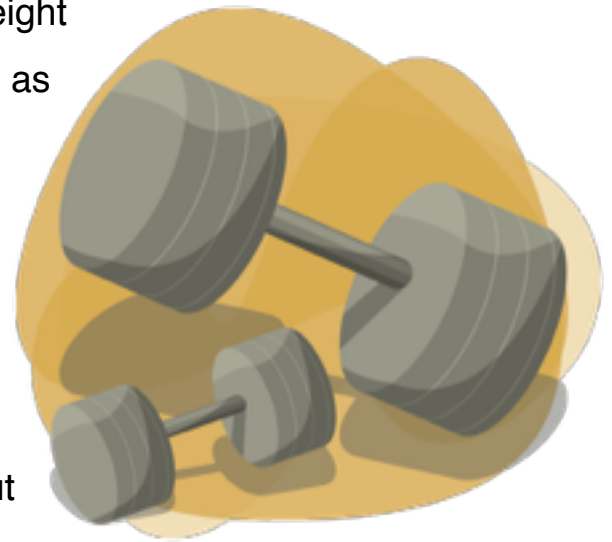
# Exercise

Ok, this is the one suggestion, I get the most pushback on. It's a fact, exercise will help you sleep much better. See the report [here](#).

There are so many benefits to exercise, from weight loss to maintaining muscle mass (which we lose as we age).

Who would have thought you would sleep better with regular exercise?

I'm not going to lecture you on exercise here, but I will share a personal story with you.



When I was in college, I was in a terrible auto accident, which put me in the hospital for almost two weeks. I was sent home with strict instructions not to exercise (which I could not do, even if I wanted to) and let my body heal. Prior to the accident, I did exercise regularly and taught aerobics. I can



personally tell you, I did not sleep well without my regular exercise.

Successful people know the benefits of exercising regularly and they do it. Making a habit of exercising, in the morning, is a great way to get it out of the way and checked off your list early.

Think of how productive you will become for the rest of the day with all those endorphins running throughout your body?

You can make the most of your time while working out: listen to podcasts, audio books, personal development audio or reading. (Reading can not be done on every piece of equipment, but I have been rather successful reading on the stair master, stationary bike and elliptical machines.)

Personally, I have read so many books on the stair master! It helped me pass the time by and I got a double whammy with learning and exercise! (That's a productivity hack!)



# Protect Your Agenda

80% of people with smartphone, [check their email](#) before brushing their teeth. **YIKES!**

**DO NOT** and I repeat.....**do not** check your email first thing in the morning. If you do check your email, you will become the victim of someone else's agenda. You will become stressed and feel compelled to answer emails by other people instead of sticking to your agenda.

Once you lose that time in the morning, you will never get it back.

[Successful people know](#) this and don't check their inboxes or the box of other people's agendas for at least 90 minutes.

Instead of getting reactive to other people's needs, concentrate on your agenda, and the things you want and need to get done.

If you dare, create a habit of only checking and responding to emails two to three times a day. I actually have made my email inbox work for me instead

of working for it. I have a certain email address for newsletters and other pieces of marketing material I sign up for. These emails do not go to my cell phone but can be viewed on my laptop.

I have another email for people wanting to hire me for a speaking event or to become a personal coaching client with me. I see these emails on my phone.

My last email is used by my personal coaching clients and meeting planners I'm currently working with.



Email can be a big time waster. Take control of your inbox and don't let it control you.

# Recharge

What do you do with your cell phone at the end of the day? If you're like most people, you plug it in to recharge. Here in the US, taking vacation time is not valued as much as other countries. Americans leave many unused vacation days on the table. Don't be one of them!

[Studies](#) have shown taking a vacation is related to an increase in productivity.



When small children get cranky, it's usually time for them to take a nap and recharge. School age children also benefit from play time. They get out of the school room and learning atmosphere to go outside to be playful. It's a break our brains and bodies need.

As adults, we need downtime, but most of us

aren't getting it!

Pull out your calendar and schedule your vacation and recharging time. If you run your own business, I want you to schedule not only vacations but regular down time. Grab a marker and **X** off time in your schedule for you. This is time that you don't answer the phone, or emails.

There are conferences I attend for myself personally and work at. I plan on spending a day by the pool afterwards. It's my recharging time after a week of doing great work with clients.

If you can't schedule that much down time, plan on booking regular massages for yourself.

Another great recharging idea is to connect with people who energize you. Maybe it's a friend or a sibling. I have certain female friends, who I love to connect with, on a regular basis. We'll meet for coffee or lunch, whenever our schedules allow it.

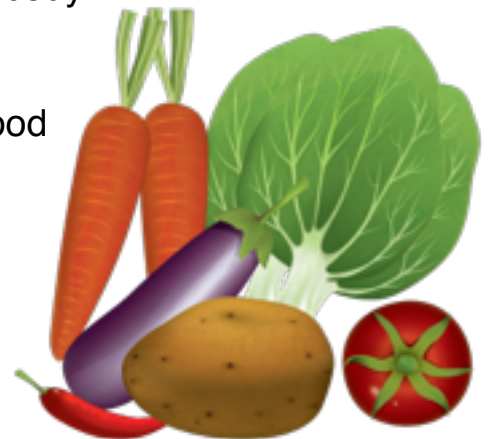
Biking with my Dad is also another way that I recharge. (My Dad is in really great shape, he emotionally recharges me but physically kicks my ass all over the road. And I still keep coming back for another ride with him!)

# Eat Healthy

You are what you eat! If you put regular fuel into a sports car, you know it. It does not run as smooth or go as quick as it would if you put super octane fuel, in the tank! Ok, I am not a car buff at all, and I don't claim to be.

You know how you feel when you eat foods that your body needs and craves. (OK, not those cravings because sometimes I crave french fries, which I know is not good for me.)

Have you ever noticed you feel tired 60-90 minutes after you eat? You're not alone. I use to fall asleep on the couch an hour after dinner, which would impact my bed time later in the evening.



Our bodies, sometimes have to work really really hard to digest our meals. But there is something we can do, to help our bodies digest meals.



Here is what I do, and I noticed a huge difference!

**Secret:** Food combinations!

**Eat food combinations of:**

- Carbs and vegetable: veggies burger with bun, pasta with veggies
- Protein and Vegetables: steak and veggies, salad and salmon

IF you eat meat and potatoes type meal or too much pasta in one sitting, know you will be tired! YES, I do have a cheeseburger and french fries at time, and I enjoy it. BUT, I also know that my body does have a hard time digesting it and I might get a little sleepy later. That meal will impact my productivity, but it's a give and take!



To learn more [read this](#) and [The Science of Eating](#).

# In Summary

As you can see, there are a number of things that you can do to take control of your day and your energy. Stop trying to manage and control the constant of time (tick, tick...) and put your efforts into controlling your energy. You are the only person who can control that!

Keep yourself in a good mood with positive energy! Not only will you continue to attract great opportunities, clients and customer but life is always more enjoyable!

Please, make a few changes in your habits and life that will help you increase your productivity and get things done. The world is waiting for you. You are here to help and assist others in some way shape or form. You are an important part. Don't ever doubt the role that you have, in helping others. Now is your time to not only help yourself, but help others. You are always planting seeds, you never know when they'll sprout. Some sprout right away, while others may take months and ever years.

Go out there and accomplish your goals and dreams and be apart of helping others reach their full potential!

I've shared a number of different tips and ideas that I use everyday! If you ever need more help controlling your energy, feel free to contact me at [support@LaurieAnnMurabito.com](mailto:support@LaurieAnnMurabito.com). Yes, I will see this email and respond to you rather quickly, unless I'm on vacation of doing a week long program with an audience.

And remember....

Be Remarkable!

A handwritten signature in dark ink, appearing to read "Laurie Ann", with a stylized flourish at the end.

# About Laurie-Ann



*“Leadership is not what you do; it’s who you become.”*

Laurie-Ann Murabito is a speaker and expert on motivation, high performance and leadership. Her books include: *Rethink Leadership*, *Blueprint for Success*, *Rethinking Leadership* and *HealthCARE Leadership*. Laurie-Ann’s career began in healthcare, working in two different patient care departments, which couldn’t have been more opposite. One worked as a team, with an engaged staff while the other was cut throat and only out for one’s own interest. This inspired her to study performance, human behaviors, leadership and the science of achievement. Today she speaks, trains and coaches individuals and organizations wanting to achieve a higher level of success and create a memorable and powerful impact, *authentically!*

## Additional Resources

- Sign up for my brief weekly **FREE Leadership Tip** at:  
<http://LaurieAnnMurabito.com/newsletter-sign-up/>
- Hire Laurie-Ann Murabito for a future meeting or conference  
<http://LaurieAnnMurabito.com/event-planners/>
- **Laurie-Ann's website** has a number of free article for you to download:  
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