

# **PGL Assignment - II**

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## **Q1. What did Steve Warner do to regain his energy and manage time?**

### **Ans:**

Steve Warner took up established multiple rituals and behaviors that helped him better manage his time and energy. He set an earlier bedtime and gave up drinking, which helped him feel more rested and motivated to exercise. He started exercising nearly every morning. He started taking short breaks and intervals between work which helped him focus. He started leaving the desk for lunch and started taking a morning and an afternoon walk outside. This helped him relax better after coming home and he was able to connect better with his family.

## **Q2. Substantiate how Energy Renewal Programs Boosted Productivity at Wachovia Bank**

At Wachovia Bank, employees who participated in an energy renewal program outperformed a control group of employees, demonstrating significantly greater improvements in year-over-year performance during the first quarter of 2006.

On a measure called the “Big 3” the participants showed an increase of 13 percentage points greater than the control group in the first three months of the study.

On revenues from deposits, the participants exceeded the control group’s year-over-year gain by 20 percentage points during that same period.

The participants continued to significantly outperform the control group for a full year after completing the program. They were much more consistent than the employees in the control group

68% of the employees reported that it had a positive impact on their relationships with clients and customers whereas 71 % said that it had a noticeable or substantial positive impact on their productivity and performance.

### **Q3. Explain the 4 domains of energy with examples and illustrations?**

**Ans:** The 4 main domains of energy are **Body, Mind, Emotions and Spirit**

#### **Body:**

This is the first domain of energy. This is the physical form of energy that comes from body fitness, diet, exercise, sleep schedule etc.

Most employees at senior positions are found to be lacking in this area. Some of the things that can be done to help gain and maintain body energy are

- Getting 7-8 hours of sleep
- Not skipping breakfast and
- Maintaining a regular healthy diet
- Regularly working out. cardiovascular training at least three times a week and strength training at least once a week
- Taking regular breaks during the day to renew and recharge
- Going out during lunch and tea breaks
- Taking morning and evening walks

#### **Emotions**

Emotions refer to the quality of energy. People can improve their quality of energy regardless of external pressures if they are able to take more control of their emotions.

Lack of emotional energy often causes people to feel irritable, impatient, or anxious at work. They are not able to find enough time with their family and loved ones or the activities that they most deeply enjoy. They are unable to savor their accomplishments and blessings.

Ways to maintain or improve emotional energy are

- Deep abdominal breathing
- Connect with people more informally over lunch and other breaks
- View a story through different lenses
- Share hopeful stories with others

## **Mind**

Mind is the focus of Energy. This helps people focus on their work in intervals and become more productive. Regular distractions interrupt this focus and hinder people from giving their 100% to the task they are trying to work out. Most people have difficulty focusing on a single task and get easily distracted. They spend their time reacting to immediate crises rather than focusing on long term values.

Some ways to improve mind energy are:

- Take up exercises that will force you to face the impact of daily distractions and help analyze.
- Move away from phones/emails when there is a task that requires concentration.
- Make a ritual of checking emails only at specific times rather than every few minutes/hours
- Focus systematically on activities that have the most long-term leverage

## **Spirit**

Spirit is the energy of meaning and purpose. People tap into the energy of the human spirit when their everyday work and activities are consistent with what they value most and with what gives them a sense of meaning and purpose. Spirit energy has more impact only when they have established the value of rituals in other dimensions.

**Q4.**

**Assess yourself on the four main sources of energy. Identify areas that you need to invest time.**

**Ans:**

**Body:**

I take regular 7-8 hours of sleep and i am fresh after waking up

I don't usually skip breakfast or any meals

I don't work out enough. I exercise much

I take regular breaks during the day

The areas I need to invest more time on here are exercising. I should plan out my schedule and make room for morning jogging sessions and cardiovascular exercises.

**Emotions**

I find myself irritable, impatient, or anxious when I am not able to accomplish tasks within the given deadlines

As of now, I feel I spend enough time with my friends and family

I don't seem to have much time for activities that I enjoy

The areas I need to invest more time on here are

- Spending some time on things that I enjoy like reading etc
- Take part in deep breathing exercises to relieve from stress during work

## **Mind**

1. I have difficulty focusing on one thing at a time.
2. I am easily distracted by emails/ chat messages/ calls
3. I spend a lot of time reacting to crisis rather than focusing on activities with long term values
4. I don't take enough time to strategize and thinking
5. I work in evenings and weekends and rarely take a day off

The areas I need to invest more time on here are

- Analyze the impact of daily distractions
- Move away from phones/emails when there is a task that requires concentration.
- check emails only at specific times rather than every few minutes/hours

## **Spirit**

1. I enjoy the work I am given
2. There are significant gaps between what I say is most important to me in my life and how I actually allocate my time and energy
3. My decisions at work are influenced by my purpose
4. I don't invest enough time and energy in making a positive difference to others or to the world.

The areas I need to invest more time on here are

- Allocate my time to work on something that is important to me rather than just being guided by others.
- Try to bring a positive change to others around me

