



Time & Energy Secrets: 5 Day Challenge

With Dr Hannah Roberts (she/her)

“You are the major asset in your career. Start treating yourself like the major asset that you are” – Dr Hannah Roberts

Firefighting? Do you have a PhD in procrastination or suffering from decision fatigue? Perhaps you have been going too hard for too long, spread too thinly and are on the edge of burnout?

We could really do with a breakthrough in effectiveness.

1. Discover the roots of the overwhelm epidemic and how working longer and harder does not make us more productive.
2. Be introduced to my 5-pillar system to help you find more balance in your life.
3. Prioritise the shifts that you need to make in your life and how to effectively schedule them.

I'll give you all the tools you need to put that foundation in place so you can thrive in the current climate of uncertainty and create real, meaningful change next year – and beyond!

Use the insights from this workbook to start a new chapter in your career and life where you reach your full potential and balance the things and people that mean most to you.

Platform for Leadership

To create a stable platform to be able to make our greatest contribution in the world, I believe we need to pay attention to 5 key pillars.

1. Career
2. Health
3. Relationships
4. Wealth
5. Personal Development





Secret #1: High Performance Audit

Take a moment to do a quick mini audit of your pillars. Score each in turn out of 10.

Action: Complete your performance audit

- HEALTH /10
- RELATIONSHIPS /10
- PERSONAL DEVELOPMENT /10
- CAREER /10
- WEALTH /10

Why did you give yourself those scores? What is your biggest opportunity to improve?

Our Priorities Are Way Off

You can use the performance audit as a review process on a monthly basis to keep track of your progress. Balance between all of these pillars of our lives is the key to everything.

“It’s about having a well of physical, intellectual, emotional and spiritual strength that drives personal achievement and inspires others to follow.” – Report by McKinsey & Company

Most of us prioritise work and everyone else first and ourselves last. Take a look at your performance audit, which pillars are getting the most and least attention. Where does your focus need to be to readdress the balance? Which pillar needs to take primary focus for the next 90 days?

Secret #2 Becoming Indistractable

It is time to master the skill of the century by becoming indistractable because if you don’t plan your day, someone else will.

The opposite of distraction is not focus, it’s traction. Both distraction and traction end in action, either moving towards or away from what you want. Being distracted is not something that happens to you it’s an action you do to yourself.





Have you ever sat down to get started on your highest priority task and you get the sudden urge to check your email first? This is one of the most dangerous forms of distraction. After all, responding to emails and doing those quick “urgent” tasks for others has to happen anyway so why not get started with them first?

This is the type of distraction that tricks you into prioritising the urgent and easy work at the expense of your highest priority tasks that move your career and life forwards.

Just because it’s a thing on your to do list, doesn’t mean that it’s not a distraction.

Remember, you can’t call something a distraction, unless you know what it was distracting you from. Setting weekly priorities, scheduling them into your calendar and doing them when that allocated time comes round minimises distractions.

Action: Share your A1 tasks & schedule them

HEALTH

A1

RELATIONSHIPS

A1

PERSONAL DEVELOPMENT

A1

CAREER/BUSINESS

A1

WEALTH

A1

Recommended Reading: Indistractable by Nir Eyal

Recommended Reading: Eat That Frog by Brian Tracy

Recommended Reading: Switch by Chip and Dan Heath

Recommended Reading: The One Thing by Gary Keller





Secret #3 Shift from Time to Energy Management

The Problem is the Overwhelm Epidemic

Over 200 years ago we had the industrial revolution. That's when economic value started to be measured as an hourly rate. To increase your value and get paid more you had to increase the number of hours you worked. Over time busyness started to be culturally celebrated.

The #1 Time Management Mistake

The number one-time management mistake is trying to be more productive. We need to make that switch from time management into energy management. We are not linear machines in a production line. We cannot expect the same output from ourselves every single day. Start to notice your own yearly, monthly, weekly and daily rhythms and work with them rather than against them.

Leadership Principle #1

Everything starts with replenishing your energy

Needs vs Desires

The etymology of the word is from the Old English nied (West Saxon), ned (Mercian) "necessity, compulsion, duty; hardship, distress; errand, business."

So, we can infer that needs are those things we require to be without hardship and distress. Think of them as things without which you feel a bit off, grumpy or actually unhealthy, unsafe or unwell.

It helps to contrast this against "desires" which are those things we might like or enjoy but without which we're not experiencing pain, hardship, or concern. Chocolate could well be a "desire" but is very unlikely to be a "need".

In 2015, I was a scientific project manager with two children and would regularly find myself in an energy slump around 2pm. I would go down to the basement café and





pick up some caffeine and sugar to fuel the afternoon's activities. I was using my DESIRE for chocolate in place of my NEED for sleep.

The key to showing up as our best selves, unlocking our leadership and unleashing a bigger impact in the world is a deep and intimate relationship with your needs. When we let go of our basic needs, that's when disempowered states show up.

Unless we fit on our own oxygen masks firsts, we are in no fit state to help others.

Categories of Needs

PHYSIOLOGICAL: sleep, food, water, exercise, shelter etc.

PSYCHOLOGICAL: alone time, mindfulness, listening to music etc.

RELATIONAL: Time with friends, key family members, children etc.

SPIRITUAL: Time in place of worship/nature, daily prayer/journaling/gratitude practice, practicing an art form.

Stable vs Replenishable Needs

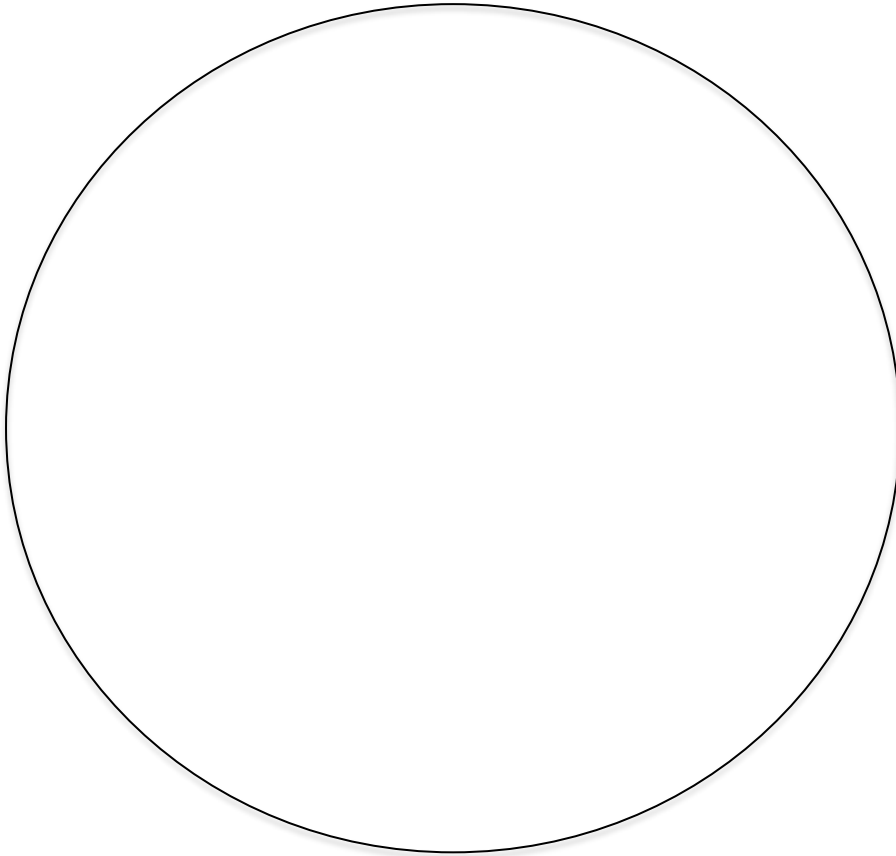
STABLE: a home, steady income etc. Once established need little of your every day consciousness. Tend to get attention when they are de-stabilised.

REPLENISHABLE: need to be replenished daily/weekly. It is these that we often overlook, yet have the greatest potential impact on our wellbeing.





Needs Creed



Lead Needs

A lead need is a need that pulls all the others along for the ride. For example, if I get a full 8 hours sleep, I am more likely to exercise and make good nutritional choices.

Recommended Reading: Why We Sleep by Matthew Walker

Action: Identify your 3 lead needs

- 1
- 2
- 3





Secret #4 Habit Stacking

Research by Peter Gollwitzer at NY University found that those activating visual prompts were 75% more likely to take the action. Take the time to work through each lead need in turn. Visualise the activator and see yourself taking the action.

Action: Define actions and activators. Embed activators with a visual rehearsal.

LEAD NEEDS	ACTIVATORS	ACTIONS
1		
2		
3		

Recommended Reading: Atomic Habits by James Clear

Check-in on A1 Tasks

- HEALTH A1
- Done, in progress or rescheduled?
- RELATIONSHIPS
-
- PERSONAL DEVELOPMENT A1
-
- CAREER A1
-
- WEALTH A1
-

Secret #5 Hack Back Time with Tech

Are you continuously interrupted by either people or tech?

A study into medication errors at Kaiser South San Francisco Hospital found that when the person in charge of administering the medications was given a high vis jacket and colleagues told they were not allowed to interrupt the person wearing the





jacket, medication errors dropped by 88%. 94% of failures are system failures, only 6% are people failures.

Systems can be both low tech (like a high vis jacket) and high tech too. Discover some systems for yourself today.

1. Concentration Crown
2. Do not disturb while driving mode
3. Clear cognitive clutter
4. Use tech to block out tech
5. Accountability at work
6. Accountability at home
7. High performance accountability

<https://drhannahroberts.ipages.co/prosperproject-28day/>

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