

How to Encourage and Embrace Flexibility in the Workplace

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- Work – tasks, projects, & more
- Bills & finances
- Health & wellness
- Family
- Friends
- Spiritual, Faith
- Rest
- Networking
- Errands & shopping
- And more...

Share With Us!

How you would complete this sentence...

**If I Only Had
The Time...**

**“If time weren’t a limiting factor,
I would**

_____.”



Energy can be
Expanded.
Renewed.

Physical Health

Quality of Sleep

Diet

Social Life

Family Life

Work/Career

Financial Health

Personal Growth

Service to Others

Sense of Purpose

Creative Energy

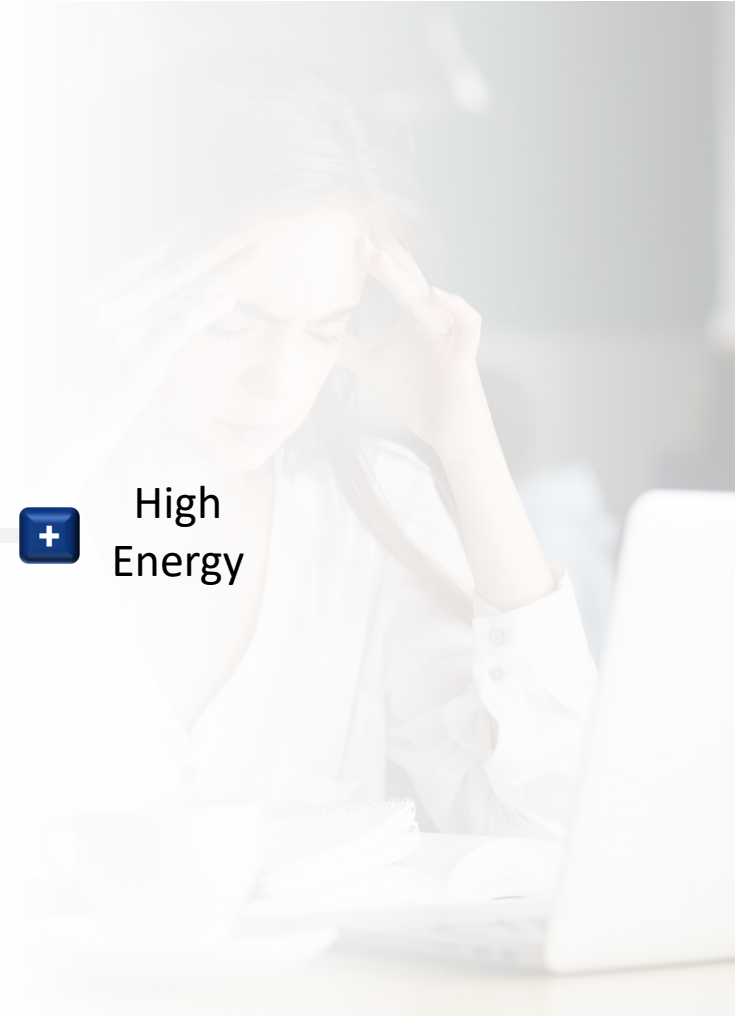
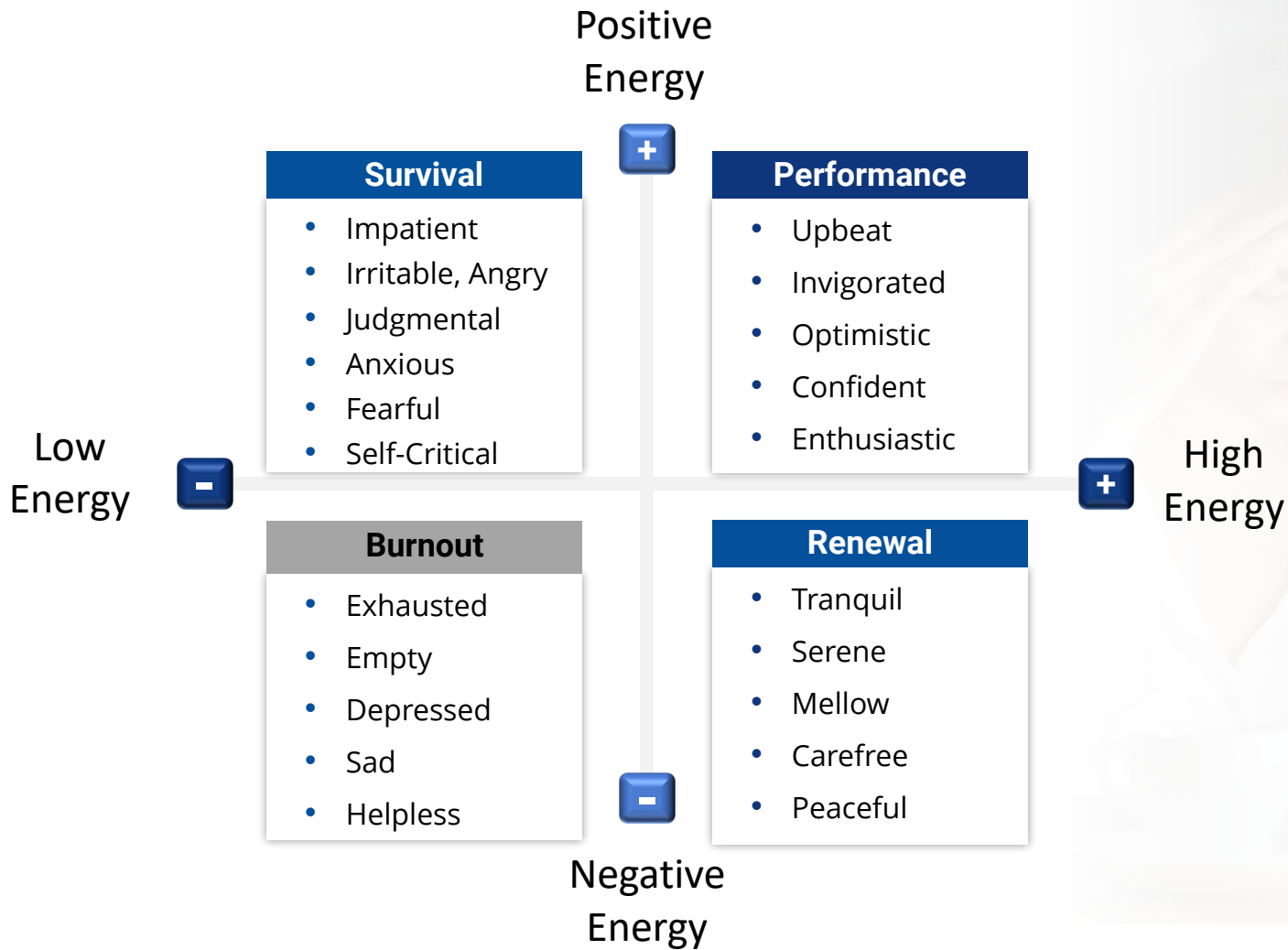
Energy Level

You are your own, Chief Energy Officer

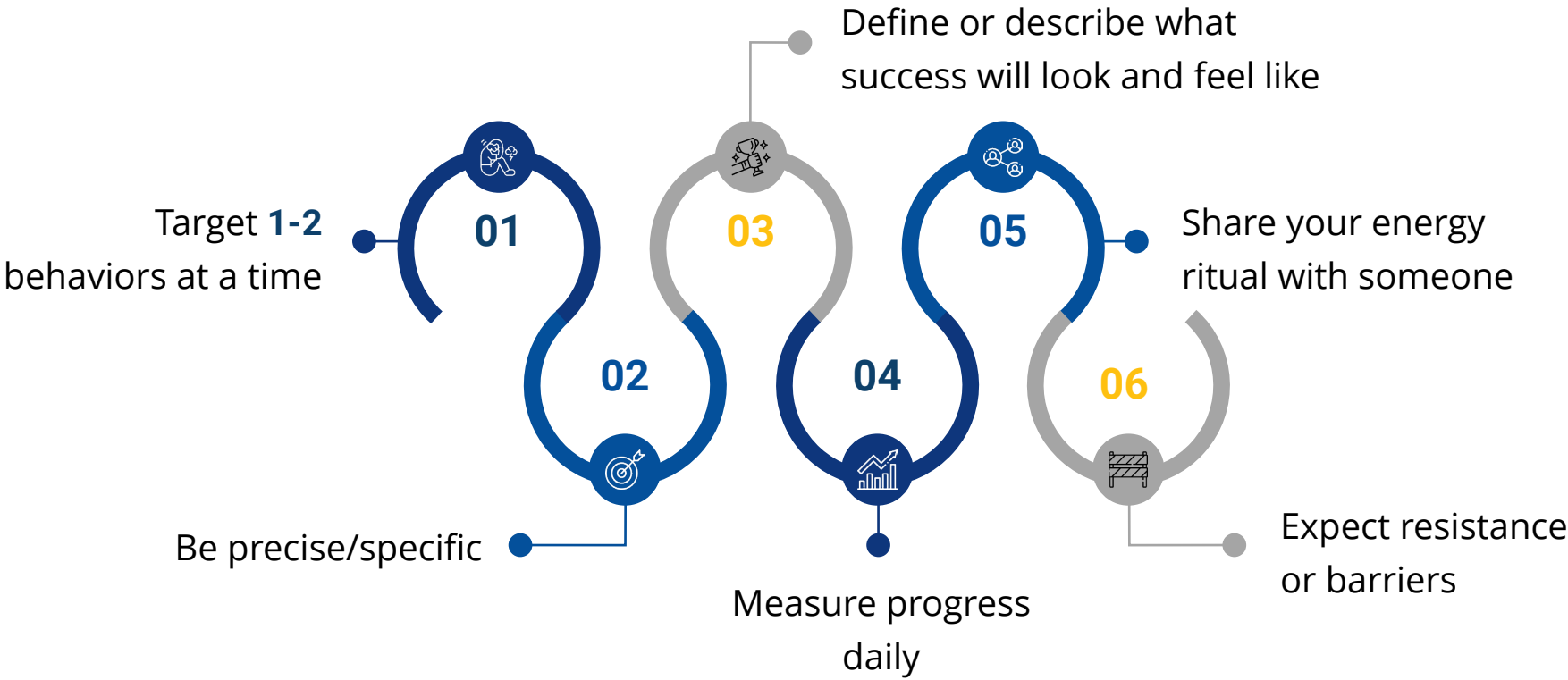


Goal is to mobilize, focus, inspire, and sustain your own energy and to support those you work with and lead.

Energy Quadrants



THE ENERGY RITUAL



1) Does one less hour of sleep give you one more hour of productivity?



“One of the biggest reasons that people don’t get enough sleep is because they feel they have too much to do or because they are stressed about what they need to work on.

So we’re not getting enough work done because we’re sleep deprived and we’re not sleeping because we’re not getting enough work done.”

- *Matthew Walker*
Sleep Scientist + Author of “Why We Sleep”





Physical Energy Renewal Rituals Resulting in Higher Performance



Healthy snacks



Power naps



Short walks



Stretching



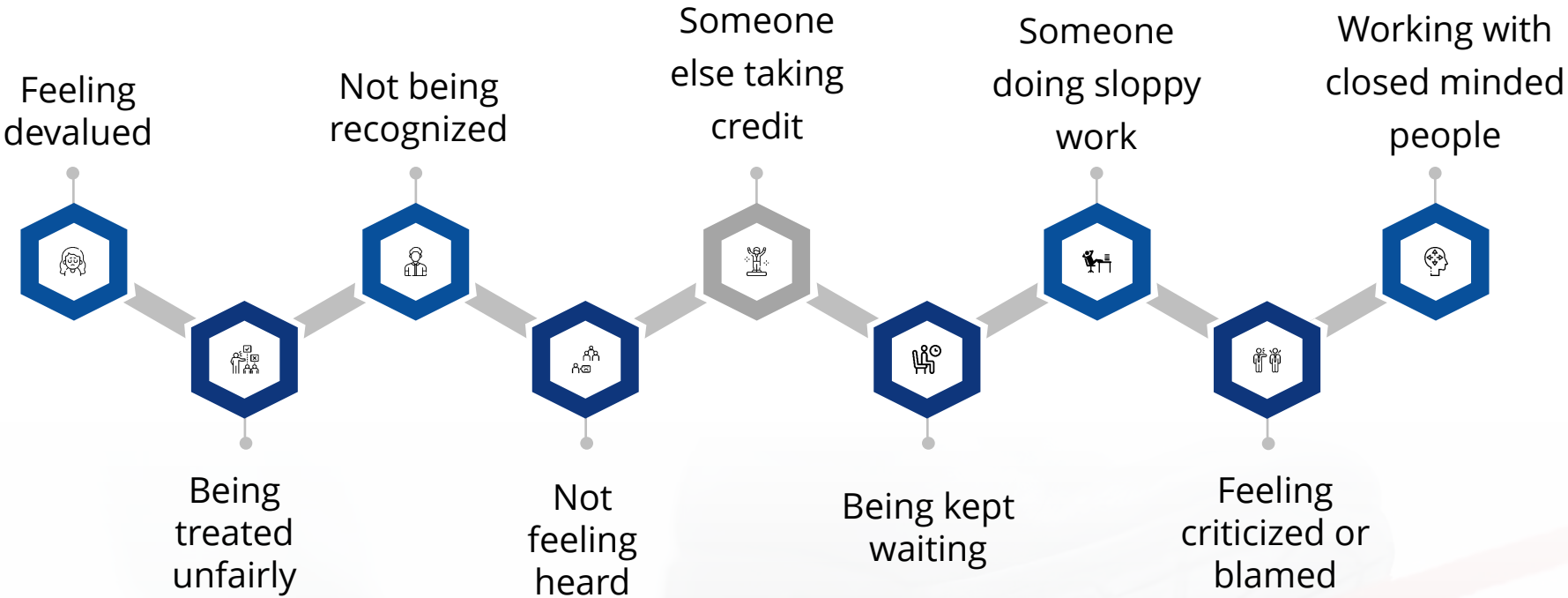
Intermittent breaks

**2) Does anxiety and fear
help us perform better?**





Our Biggest & Most Common Emotional Triggers



Emotional Energy Renewal Rituals Resulting In Higher Performance

Emotional



Change the story

- Practice realistic optimism
- Reverse your role
- Long-term view



Reflect on your triggers



Practice appreciation



Know your value

**3) Is multi-tasking critical
in a world of infinite
demands?**



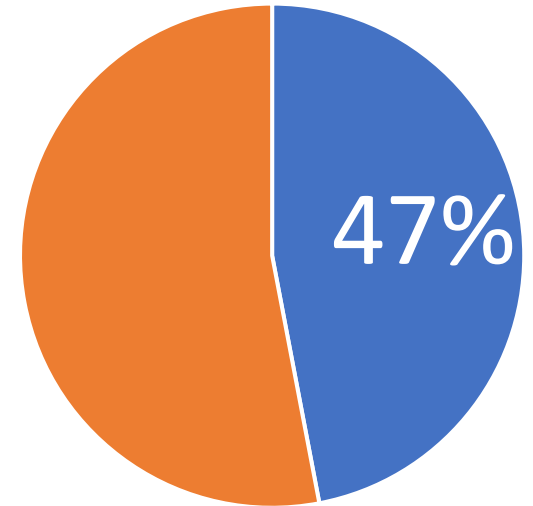
MULTITASKING IS A MYTH

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Source: Dave Crenshaw, *Myth of Multitasking*

DISTRACTION... A MAJOR CHALLENGE

- Our minds wander, thinking about what is NOT going on, 47% of the time
- Multitasking can magnify this problem
- The more we can be present and focused in the moment, the better our productivity and happiness





Unfocused Time

Hijacked Priorities

An EVOLVED Hijacker of Your Prioritization (+ Focus)



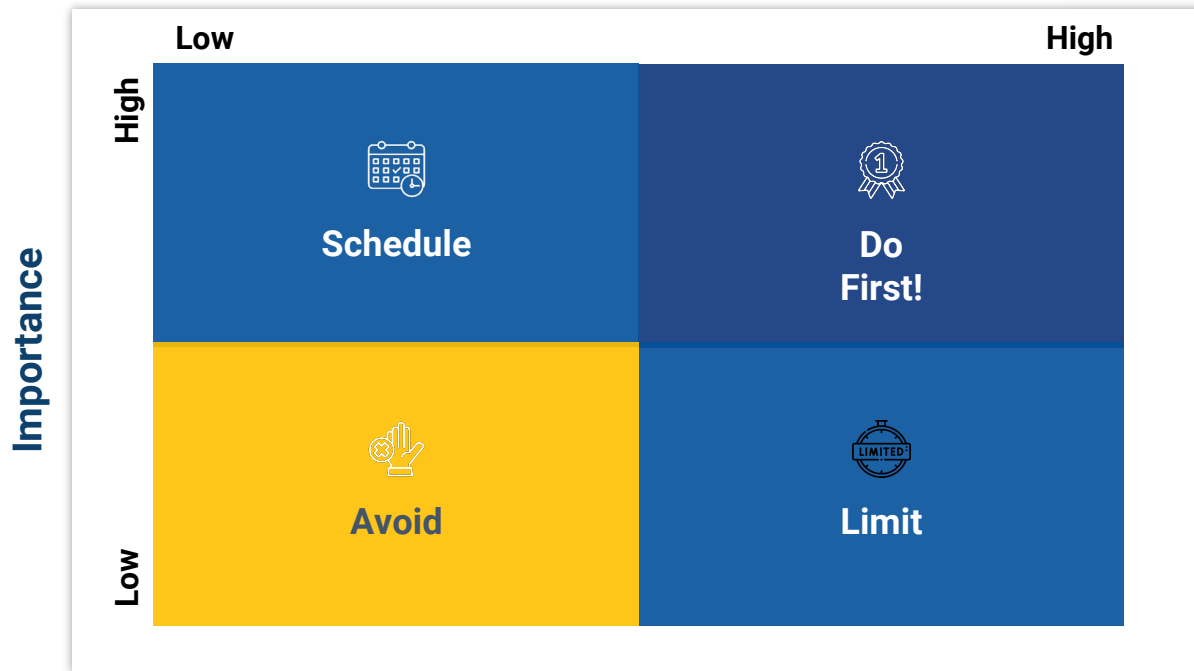
**4) Does effective
prioritization result in
better time
management?**



Time Management Strategy

Prioritization Tools

Urgency



If you remember just one question ...

“If you are saying YES to something, what are you saying NO to?”

Prioritization Questions



Does this help me accomplish my goals?



Does this matter to my boss
(or team or customer)?



Does this align with my job?



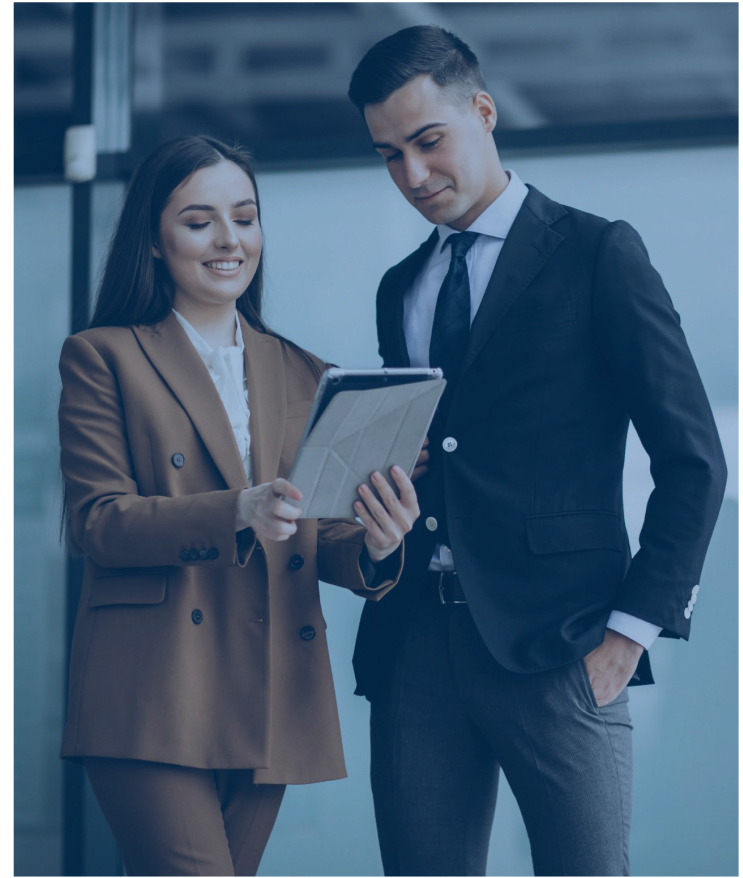
Does this contribute to my organization?



Does this require me to stop or
pause something else?



Does this need to be done at all?



Mental Energy Renewal Rituals Resulting in Higher Performance

Mental



Breathe



Work in sprints (90-120-min cycles)



Practice mindfulness or meditation



Rethink email



Plan for the next day's #1 priority

5) Is an underlying sense of purpose a uniquely powerful source of energy for doing whatever we want to do?



WHY?

Spiritual Energy Renewal Rituals Resulting in Higher Performance



Spiritual



Live your values



Practice self-care



Work to your strengths



Try something new

**6) Do empathetic leaders
create unengaged
employees and teams?**



**Leaders who
manage with
empathy**
increase
satisfaction &
reduce turnover.



Emotional Intelligence: Managing with Empathy



Managing
with
Empathy

Ask yourself three vital questions:

1 2 3

Does this need
to be said?

Does this need to
be said by me?

Does this need to
be said now?

TOP 10 SIGNS YOU ARE EMOTIONALLY INTELLIGENT

You're
Curious
About
People

You
Embrace
Change

You Know
Your
Strengths
And
Weaknesses

You're
A Good
Judge Of
Character

You
Neutralize
Toxic People

You Know
How To Say
No (To
Yourself
And Others)

You Let Go
Of Mistakes
& Grudges

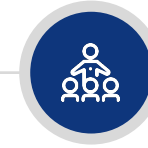
You Give
And Expect
Nothing In
Return

You Don't
Seek
Perfection

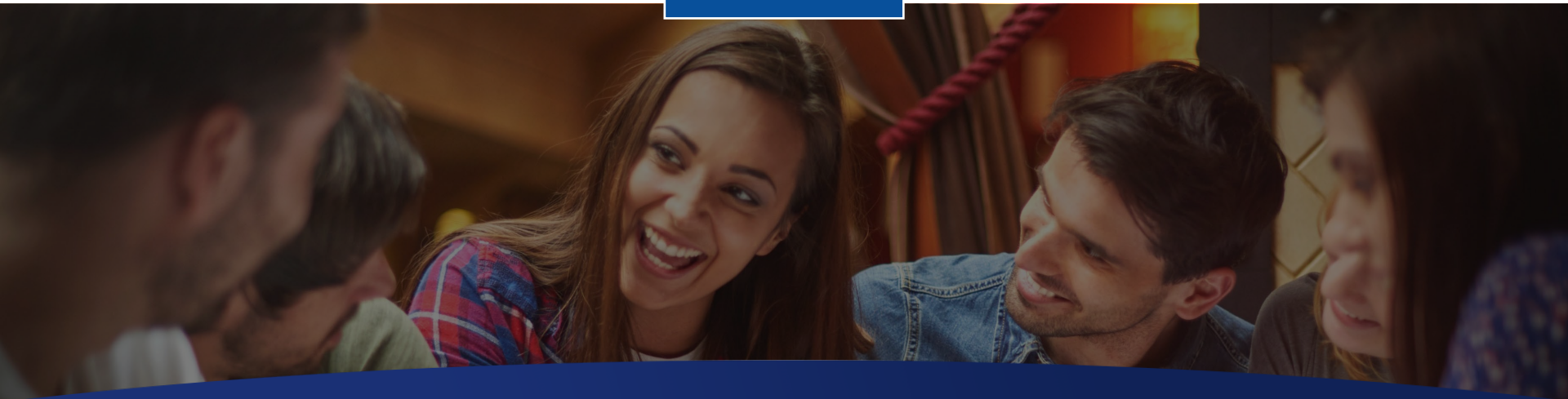
You
Appreciate
What You
Have



What did you discover that will help you be flexible in the workplace?



What is one thing that you can do next week to help you embrace flexibility in your job?



Reach Out Anytime!

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