



# DEALING WITH DERAILMENT



Productivity is more than time management, it's emotion and energy management as well. All three areas have potential for derailment, so let's look at all three.

## TIME MANAGEMENT



- The best protection occurs beforehand. Predetermine what you want from your day before the day starts.
- For every project that threatens to derail your time, compare it to your original list.

## EMOTION MANAGEMENT

So you have enough time, but something has happened and your emotions are out of whack. What then?

- Triage: Can you get some space?
- How can you regain perspective to make a good decision?



## ENERGY MANAGEMENT

You have enough time and your emotions are fine, you just don't have any energy to face the day. Now what?

- How are you eating? Sleeping?
- How consistent has your schedule been? (HINT!!)
- Step away from the desk, Grasshopper.



**SENSEI SAYS: IF YOU'RE ALREADY WET, YOU WON'T FEAR THE RAIN.**

