



## KEY CONCEPTS

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- Most people live in a perpetual grey zone—you're never really on and never really off.
- Every leader gets 24 equal hours in a day.
- Not all hours feel equal.
- Most people have 3-5 productive hours in a day.
- Uncorrected, you spend the most time on what matters least, and the least time on what matters most.
- Use your green zone to do what you're best at when you're at your best.
- Wise leaders sync their time and energy.
- Leaders who ignore their green zone *use* their gift, but never develop it.
- The single best way to stop wishing you had more time for important things is to *budget* time for important things.
- To have the highest level of impact... do what you're best at when you're at your best.





## DISCUSSION QUESTIONS

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- 1 What are some things you know are critical to your work but which you feel you never really have enough time for?
- 2 When do you think your personal Green Zone happens? In which 3-5 hours window in the day do you have the most energy?
- 3 Review your last week. What are you currently doing with your Green Zone? To what extent are you using it well, and to what extent are you utilizing it poorly?

## APPLICATION STEPS

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- 1 Draw your own Energy Clock, and start to assign to the three Zones as explained in the leadership training.
- 2 Discuss as a team how you can better respect each other's Green Zone.
- 3 What changes can you make this month to protect your Green Zone and utilize it to its maximum potential?
- 4 To keep yourself (and the team) motivated, monitor the difference using your Green Zone makes.

