



where are you

*investing your life?*

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Living out of your strengths allows you to spend your time and energy on those things where you make the biggest impact. Often, we spend our time on things that may be urgent and necessary, but not the highest and best use of our time.

Time is our most finite resource. Each of us has the same amount of time, regardless of our profession, position, and roles in life. The actions and results of your life are directly related to the decisions you make in spending your time and energy. What will you have to show for the use of your most finite resource? Will you make the difference you want to make, or will you have little to show for the life you've led as you look back over a span of time?

Time management has become passé. Leaders today maximize their finite resource of time by focusing on energy management. In *The Human Era @ Work*, author Tony Swartz says, "The best leaders define a clear and compelling vision...while serving themselves as role models who walk their talk." If you want your team to perform, you must model effective energy management. To start this process, you need to understand how you currently manage your time and energy.

This assessment reveals where you are spending your time and energy. Examining your daily schedule through the lens of energy management and your strengths can provide valuable insight. Understanding the relationship between time use and energy management leads to living a life that has meaning for YOU. Your deepest fulfillment comes from investing your time, energy, and strengths in the masterpiece work God created for you.

For we are  
God's masterpiece.  
He has created us anew  
in Christ Jesus, so we can  
do the good things he  
planned for us long ago.

- Ephesians 2:10  
New Living Translation

# 1

## Complete the Assessment

- Think about your “typical” day. (If you feel you have no typical day, create a hybrid day out of an average week.)
- Write down each activity you do in the column labeled Activity.
- For each activity, in the column labeled *Strength/Weakness*, record *Strength* if you feel this activity uses a Strength or *Weakness* if it uses a Weakness.
- In the column labeled *Energize/Drain*, circle the number that relates to how much the activity energizes or drains you, with 5 being very energized and 1 being very drained.

### A Day in the Life...

Activity	Strength/Weakness	Energize/Drain
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1
		5 4 3 2 1

**What do you observe? Where are you energized? What drains you in your daily life? How much of your time is spent using strengths vs. weaknesses?**

Congratulations! You've completed the first step in identifying your Masterpiece work, the work only you can do in your organization. This work energizes you by tapping into your strengths. Author and speaker Marcus Buckingham shares these signs of a Strength: Success, Instinct, Growth, and Needs.

Answer these questions regarding strengths to translate your activities assessment into strengths learning.

2

What activities energize you?

Do you consider these actions strengths?

Do they meet the criteria for a strength in Marcus Buckingham's S.I.G.N.?

## S.I.G.N.

Marcus Buckingham defines a strength as having the following signs:

- S Success:** When you do it, you feel effective.
- I Instinct:** Before you do it, you look forward to it. You have a yearning for it.
- G Growth:** When doing it, you feel inquisitive and focused. You don't struggle to stay interested. Time flies by.
- N Needs:** After you've done it, you feel fulfilled and authentic. There's a restorative quality to it. You're not drained or empty when you're done.

3

What activities drain your energy?

How much of your day is spent in these activities?

How can you manage these actions? Is it possible to delegate the actions? Can you accomplish the remaining actions with minimal time spent on weaknesses and activities that drain your energy?

4

## Insights

Maximize your time by focusing on your strengths. Your best results come from spending your time in work that energizes you and taps your strengths. Determine what actions energize you and develop strategies to tap the underlying strength. Equally important, as a leader you have the opportunity to engage the strengths of others around you in work that energizes them.

**Record your insights here:**

# 5

## Action Step

What one step will you take in the next 48 hours to spend more time living your strengths?

[Empty text box for user response]

# hello

Hi, I'm Rhonda Peterson. I created Bold and Courageous Leader for professional Christian marketplace leaders who feel stuck. I'm a podcaster, blogger, retreat leader, and coach. My focus is on the integration of faith and work. My passion is guiding leaders as they discover connections between their work and their faith. They find freedom, increased energy, more fun, and more accomplishment than they dreamed possible.

My experience in consumer products marketing and church volunteer management gives me a wide range of experiences in relating to my clients. I am active in my church, a member of the International Coach Federation and a regular participant in 4Word, where I am privileged to gather with other Christian professional women.

I live near Columbus, Ohio with my husband, Mark. We are blessed to have two children, plus spouses, and three grandchildren who live nearby. We all love supporting our favorite sports team, the Buckeyes. My favorite place to get away is the beach. When I'm not working with clients, I enjoy spending time with our children and grandchildren, gardening, reading and cooking.

Rhonda Peterson



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