

Managing Your Busyness

Have you ever watched a hamster on a wheel? The small furry rodent climbs endlessly up a circular contraption that keeps turning and turning seemingly going nowhere. The hamster seems to enjoy this activity for it has no goal to achieve or task to perform. It simply stretches its legs, increases its heart capacity by getting some much-needed exercise, and ultimately expands its life expectancy.

“Busyness” is like a hamster on a wheel. But unlike this hairy creature, we can’t keep up the pace for too long. Overextended activity on the “Busyness” Wheel results in over commitment, stress, damaged or broken relationships, poor health, and ultimately death—emotional, mental, spiritual and physical. Each of us has a maximum of 16 hours in a day for work, play and other responsibilities (if we sleep the eight hours that doctors recommend). Many of us are acutely aware that our lives are out of balance.

The marketplace requires that you do more with less and do it better than last year or before. You don’t have time to think it through totally before executing. So, you wake up one morning to find you must face the following truths:

- You can’t succeed as a one-person show.
- You need help from others—your co-workers, clients and other stakeholders around you.
- You must coordinate your energy and efforts to achieve consistent high quality results and do this under almost impossible conditions.
- You can’t indulge in uncertainty or be tentative. You must cultivate determination and tenacity.

To develop these solutions, spend some time contemplating and analyzing the value-add of “busyness” including the highs and lows, drawbacks and consequences.

DAILY ROUTINES

List your daily routines. Rate the degree of “busyness” each one causes.

DAILY ROUTINES (Getting ready for work, commuting to and from work, after work routines, time with family)	LOW Less than 1 hour	MED 1-3 hours	HIGH Over 3 hours

**USUAL
WAYS YOU
PERFORM
TASKS**

List the usual ways you perform tasks and arrange daily activities. Rate the degree of "busyness" each one causes.

USUAL WAYS YOU PERFORM TASKS (The usual sequence or arrangement of your daily activities)	LOW Less than 1 hour	MED 1-3 hours	HIGH Over 3 hours

CHANGES

List the directional changes you make in your life on a regular basis.

CHANGES (i.e. relocation, job changes, education, etc.)

**PHYSICAL
ENERGY**

Describe how you utilize your physical energy for maximum effectiveness without burning out?

PHYSICAL ENERGY (physical energy used to perform a task)

EMOTIONAL ENERGY Describe how you utilize your emotional energy for maximum effectiveness without burning out?

EMOTIONAL ENERGY (the amount of effort exerted to manage your feelings and emotions)

INTELLECTUAL ENERGY Describe how you utilize your intellectual energy for maximum effectiveness without burning out?

INTELLECTUAL ENERGY (the degree of strength and intensity of your mind and intellect)

SPIRITUAL ENERGY Describe how you utilize your spiritual energy for maximum effectiveness without burning out?

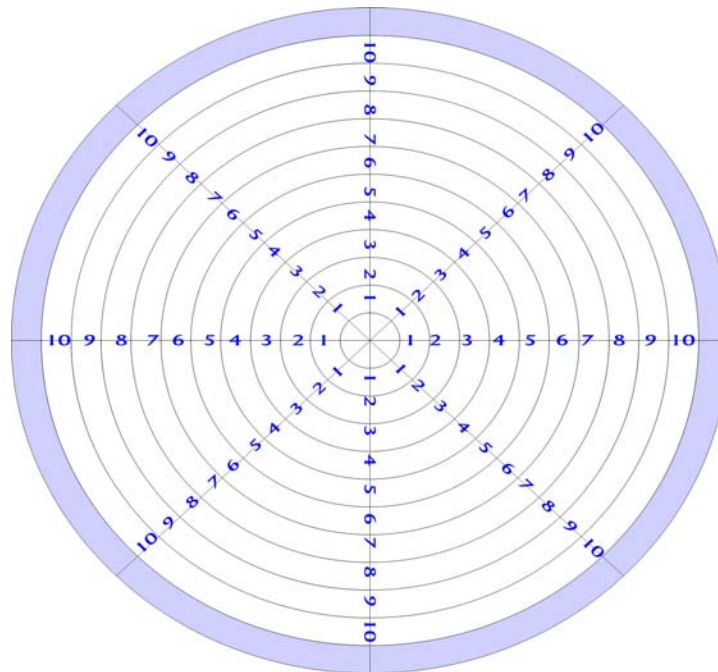
INTELLECTUAL ENERGY (the effort you devote to religion and God)

**STRATEGIES
FOR
MANAGING
STRESS**

List the strategies you use to de-stress your work and life.

STRATEGIES FOR MANAGING STRESS

**YOUR
PERSONAL
BUSYNESS
WHEEL**



Steps:

1. Using the results from previous pages, select eight areas that have the highest priority. Record your selections in the shaded wedges of the outer rim of the above **"Busyness" Wheel**.
2. Rate your personal *"busyness"* from low amounts to high on a scale of **1-10** (with 10 representing out-of-control *"busyness"*); then color each wedge from the center up to that number.
3. Now, look at the Wheel. How round is it? Is it able to roll freely without lots of bumps and stops? Ideally, how should you balance your *"Busyness"*?

QUICK
TIPS

1. Work with others in a way that produces a greater total result than the sum of each person's individual efforts (synergy). This will create more value than you could ever generate alone.
2. Keep your sense of humor, and if you do not have one, develop it quickly! A sense of humor helps you to keep things in perspective, "A merry heart is good medicine". A good laugh now and then is therapeutic and releases endorphins—natural stress relievers.
3. Refuse to get bogged down in a rut. Try new approaches to your work, relationships or life in general. Be deliberate in your selections—choosing creative activities that do not require an outpouring of additional energy.

ChristianCareerTools.com

We are a Christ-centered resource that offers a variety of tools, techniques and strategies to help you manage your career. Throughout your work life there will be various checkpoints or opportunities to examine whether or not you are on the correct career path. These routine safeguards and inspections will reveal breakdowns and weaknesses, and give you a chance to tweak and make career adjustments along the way.

- Gain a clearer understanding of God's plan for your career and where to put your energy and efforts as you integrate life and career.
- Use the tools on this site to better understand your God-given calling and unique design.

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