



Course 5: Work Smarter with Time and Energy Management

How do I manage everything on my plate without losing myself in the process?

WEEK 1

Partner with AI to Multiply Your Impact

Discover how to work with AI as your strategic partner, not just a tool, so you can focus your human energy on what only you can do while AI handles the routine work that drains your time and creativity.

1. Identify What's Actually Draining Your Energy

Distinguish between the tasks that drain your energy and those that sustain it. Then, analyze how your AI tools affect your workload, and sort your tasks to spot where AI could lighten the load—so your effort stays focused where it matters most.

2. Automate Energy-Draining Tasks

Evaluate which of your most draining tasks are strong candidates for automation. From there, design an AI-powered workflow that takes care of the repetitive parts while letting you keep the pieces that need your personal touch.

3. Design Strategic Human-AI Partnerships

Define clear agreements about who leads, supports, and collaborates, whether human or AI, across different types of work. From there, design handoff protocols that cut out confusion and build partnerships where AI helps you do your best work instead of replacing it.

4. Preserve Creative & Strategic Energy

Identify the creative, strategic, and relationship-building work that makes up your unique professional value. Then, set up systems that protect your mental energy and design workflows that let you reinvest what you save into high-impact projects that move your career forward.

WEEK 2

Use AI to Streamline Everything That Drains You

Eliminate the repetitive, time-consuming tasks that steal your energy by creating AI-powered systems and templates that handle the boring stuff automatically, freeing you to do work that actually energizes and fulfills you.

1. Map Your Workflow

Analyze your workflows to see where energy drains build up, then sort them by automation potential and impact to spot where AI can take routine tasks off your plate.

2. Create AI-Powered Templates and Systems

Design AI-powered templates that you can return to again and again, turning repetitive work into something faster and easier. By building a system that adapts to different situations, you'll start creating a library that saves time and streamlines your day-to-day work.

3. Automate Specific Tasks with AI Tools

Match the right AI tools to the types of tasks you want to automate, so you're using each one where it works best. By understanding both the strengths and limits of different solutions, you'll be able to design practical implementation plans that bring the biggest impact to your workflow.

4. Build Systems That Learn and Improve

Develop automation systems that keep learning as you use them, instead of ones you have to rebuild from scratch. By setting up simple feedback loops, you'll build automations that learn your style, improve with use, and take less effort to maintain.

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WEEK 3

Protect Your Wellbeing While Performing Well

Design a sustainable approach to success that maintains your effectiveness without sacrificing your health, relationships, or sanity, using AI to help you create boundaries and systems that support both high performance and personal well-being.

1. Design AI-Assisted Boundary Systems

Develop smart boundary systems that help you quickly assess requests and respond with confidence, without seeming uncooperative. With AI's support, you'll create communication strategies and workload habits that protect your well-being while keeping your performance strong.

2. Embrace Rest and Recovery

Recognize how strategic rest fuels performance and protects you from burnout. Then, develop recovery practices that help you spot early warning signs before they escalate and keep you energized at your best.

3. Partner with AI to Manage Stress and Overwhelm

Develop early warning systems with AI that help you catch stress before it takes over. Use AI-assisted strategies to navigate pressure in the moment and build resilience habits that let you recover faster when challenges hit.

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