



## *Foundations Track*

# **F3: LEVERAGING YOUR MOTIVATION CODE FOR ENERGY MANAGEMENT**

## **SESSION OUTCOMES**

- The client will build on insights gleaned from the two prior Foundation sessions.
- The client will gain practical strategies for maximizing activity that leverages their top motivations.
- The client will gain practical strategies for removing or reframing activities that drain them.

## **SESSION PREPARATION**

In order to ensure a successful session, it's important that both you and your client do a little pre-work.

*Ahead of Session F3 your client will:*

- Review handouts they received and notes they took during their prior sessions.
- Complete Exercise #3 in their MCODE Report.

*Ahead of Session F3 you will:*

- Reviews client MCODE report and notes from past client sessions.
- Consider the client's motivational flow and "Big Idea" statements with "energy management" in mind.

## COMMUNICATION

One week ahead of the appointment send an email message similar to this to your client:

*Greetings \_\_\_\_\_,*

*I'm looking forward to connecting again with you in our third MCODE Foundations Coaching Track-session. Our next session is scheduled on \_\_\_\_\_ at \_\_\_\_\_ [via Zoom (the link is here) or face to face at (address)].*

*Our last session together took a deeper look at your outcome motivation. We discussed \_\_\_\_\_, and, in response, you committed to \_\_\_\_\_. Before diving into our main topic, we'll begin our next session by hearing from you as to how this commitment is playing out. I look forward to hearing your progress and any questions you have or challenges you've faced along the way.*

*Our focus for the upcoming session will be highlighting energy management in light of your motivational flow.*

*To gain the most from our next session, I suggest you work through the following preparations:*

- *Review your report and notes you took during our prior sessions.*
- *Complete Exercise #3 in the Report*

*I look forward to our time together.*

*Sincerely,*

---

*Certified MCODE Practitioner*

## SESSION OUTLINE

### Meet + Greet [2 minutes]:

*Practitioner Note: Come with something personal to share with your client (no more than 30 seconds of this 3 minute block). Then ask them to share, and follow up with at least one probing question.*

**Transition / Accountability [2 minutes]:** “Our last session together clarified your outcome and we discussed \_\_\_\_\_. In response, you committed to \_\_\_\_\_. How is this commitment playing out?” [Client responds].

**Preview [1 Minute]:** “Today we are going to build on other Impact Session insights to begin to outline a tailored plan for your energy management and peak performance. Generally, when we work in line with our motivational flow we *grow* energy; we do not expend it. Currently, do you find yourself “energized” or “de-energized” by your personal and professional engagements?” [The client responds].

### SESSION OUTLINE:

#### Context [3 minutes]:

In their book, *The Power of Full Engagement: Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal*, authors Jim Loehr and Tony Swartz make the case that personal energy is a key renewable resource. Efforts to manage our time will always give way to our energy capacity. If we learn what energizes us and set up disciplines to direct our energy, time efficiency and productivity will naturally follow. Taking time to understand our unique motivational flow becomes a vital asset in managing energy. Today we’re going to revisit the Trigger–Process–Outcome sequence to better understand, predict, and capitalize on energy management in our personal and professional lives.

#### Content review and Consultative Coaching Conversation [45 minutes]:

*Practitioner Note: In this section you will guide your client through the F.L.O.W. (Find Out, Learn About, Own, Work It) process to surface one pressing productivity challenge where prioritizing action is needed. Your goal is to help surface the client’s F.L.O.W. (Find Out, Learn About, Own It, Work It) for this challenge.*

**Find Out:** Ask the client to walk you through their responses to Exercise 3. As they do, ask questions to probe for more details in each response. Ask for examples of activities

that energize. Do the same for those that drain energy. Reference back to the client's achievement stories and draw out specific examples of energizing and de-energizing activities. Note which draining activities (a) don't allow for the exercise of top motivations, and (b) directly contradict the top motivations.

*Practitioner Note: As clients repeatedly see their motivational flow in action, they recognize more fully the value of managing that flow.*

Optional Coaching questions:

- Ask how changes or promotions have taken them away from what really satisfies them.
- What parts of their current job demands correspond to bottom ranked themes from page 14 of the MCODE Report?

### **Learn About:**

Now explore concrete adjustments that could elevate motivating activities and remove or adjust demotivating activities. The “Do-Delete-Delegate-Defer-Define” framework can be helpful here. Help the client list their activities in the following categories. We recommend creating a document and sharing your screen so you can both see this visually.

1. What activities must the client simply DO?
2. What activities can the client DELETE? What would be the consequences?
3. What activities can the client DELEGATE? To whom? Is this feasible? Under what conditions?
4. What activities can the client can DEFER? Who would have to confirm this change?

With the activities the client must DO, how might they DEFINE the activity / responsibility in a way that frames it as a fulfillment of one of their motivation themes? [example: “Experiencing the Ideal” might not find balancing a spreadsheet energizing. But reframing the assignment as a step toward the ideal of order and accuracy can provide a new context for the activity.

**O.wn It** Help the client own their one big idea application from what has stood out in your conversation thus far.

**W.ork it** “Now based on the analysis above, what one specific adjustment could you make that could elevate their energy / motivation? Is this your commitment?”

**Practitioner Note:** *In response to your client’s commitment to pursue this action, commit in return to offer encouragement and accountability.*

**Wrap [5 Minutes]:**

- Ask the client: “What was most helpful from our session today?”
- Provide a succinct, reflective, encouraging summary of what you heard from the session.

**SESSION FOLLOW-UP**

The day after Session F3 send your client an email:

- Recapping insights and commitments.
- Affirming the schedule for the next session.
- Asking them to keep track of progress and challenges as they implement principles day to day.

Reference: Loehr, Jim and Tony Schwartz. (2003) .*The Power of Full Engagement: Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal*, New York: Free Press.