

[Your Career: How Well Are You Using Your Time and Energy?](#)

By [Cordell Parvin](#) on May 26th, 2015

I am convinced that our two most important resources as lawyers are our time and our energy. How well are you using your time and what are you doing to have a high level of energy?

[Carl Sandburg](#), a noted author, who among other things wrote the Pulitzer Prize winning Abraham Lincoln biography once said:

Time is the coin of your life. It is the only coin you have, and only you can determine how well it will be spent. Be careful lest you let other people spend it for you.

I want you to use your imagination with me. I bet you waste at least 30 minutes a day on things that really do not matter.

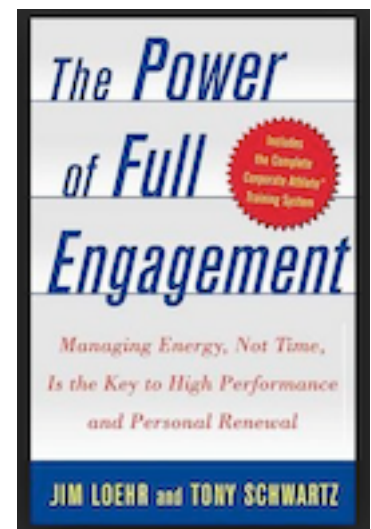
I know I open and sometimes respond to unimportant emails at least several times during the day. I also do things I could delegate to others.

Searching for materials on my desk or in my office causes me to lose time.

Just think saved 30 minutes a day, that would be 182 1/2 hours for a year. Suppose you used that time for client development or your own development, what do you think would happen to your career?

[Jim Loehr](#) and [Tony Schwartz](#) wrote: [The Power of Full Engagement: Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal](#). I urge you to read the book or listen to the CDs.

The authors point out the importance of the energy we bring to any task. Interestingly, they point out two problems. First we do not have enough energy to meet the demands we are placing on our energy, and second, we do not renew our energy very well.



What can we do to change? First, we need to focus on the four aspects our life: physical, emotional, mental and spiritual. Next, we need to change our thinking from the idea that we are running a marathon to the idea that we are running a series of sprints. Balancing stress and recovery is critical to managing our energy.

After reading *The Power of Full Engagement* and other books that mentioned the four aspects of our lives, I put my life goals into those categories.

Then I worked on the oscillation concept of expending energy in each of these categories and then renewing my energy. You should try the same. If you would like a copy of my lifetime goals so you can think about your own, contact me and I will send you a copy.

Cordell M. Parvin built a national construction practice during his 35 years practicing law. At *Jenkins & Gilchrist*, Mr. Parvin was the Construction Law Practice Group Leader and was also responsible for the firm's attorney development practice. While there he taught client development and created a coaching program for junior partners. In 2005, Mr. Parvin left the firm and started *Cordell Parvin LLC*. He now works with lawyers and law firms on career development and planning and client development. He is the co-author of *Say Ciao to Chow Mein: Conquering Career Burnout* and other books for lawyers. To learn more visit his Web site, www.cordellparvin.com or contact him at cparvin@cordellparvin.com.