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Nota di contenuto	Executive Stamina: How to Optimize Time, Energy, and Productivity to Achieve Peak Performance; Contents; About the Authors; Acknowledgments; Introduction; The Vanishing Vacation; What's the Solution?; Overview of the Book; An Executive Stamina Role Model; A Disclaimer; Part I: Work/Life Alignment; Chapter 1: What Is Most Important to You?; The Importance of Reflection; The Reflection Exercises; Making Commitments; Setting Priorities; Long-Term Goals; Summary; Chapter 2: Is Your Schedule Aligned with Your Priorities?; A Friend in Deed; Most Common Gaps; Coming into Alignment; Summary Chapter 3: The Minimums and Shifts/Drifts SystemsThe Minimums System; The Shifts/Drifts Tracking System; Summary; Chapter 4: Finding Your Career Sweet Spot; Defining Your Career Sweet Spot; Guidelines to Locating Your Sweet Spot Career; Summary; Part II: Building Your Stamina; Chapter 5: The Impact of Stress; Stress Fallout; Chapter 6: Increasing Your Fitness; Getting on the Road to Fitness; Training Principles; Summary; Chapter 7: Your Lifelong Fitness Plan; Finding Your Fitness Level; Basic Fitness; Advanced Fitness; World-Class Fitness; Summary; Chapter 8: Nutrition; Nutritional Overview

Nutrient-Rich FoodsGlycemic Index; Nutritional Alerts; Achieving Stamina through Smart Eating; Summary; Chapter 9: Stress Management: Your Individual Plan; General Concepts and Guidelines; Summary; Chapter 10: Yoga at the Office; The Importance of Balance; Sharpening the Saw; Workday Yoga; Ending Your Practice; Summary; Part III: Optimizing Job Performance and Results; Chapter 11: Identifying High-Payoff Activities; What Is the Best Use of Your Time?; Spending Time Effectively; Summary; Chapter 12: Taking Control of Your Calendar; Spending Time on Low-Priority Activities Not Having a Plan for Your TimeEngaging with Toxic People; Wasting Time in Unproductive Meetings; Failing to Overcome Procrastination; Becoming Addicted to Technology; Traveling Unnecessarily; Summary; Part IV: Career Management; Chapter 13: Reaching Your Full Potential; Decision-Making Factors; Organizational Savvy; Summary; Chapter 14: Avoiding Career Management Mistakes; Career-Limiting Moves; Impact Issues; Mistakes of Omission; Mistakes of Commission; Summary; Part V: Personal Relationships; Chapter 15: Maintaining Positive Relationships; Vicious Cycles; Relationship Practices Using Minimums, Recognizing Shifts and Drifts, and Combining Activities to Maintain RelationshipsSummary; Conclusion; Index

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#### Sommario/riassunto

Executive Stamina combines the wisdom and methodology of the best executive coaching with the cutting-edge training techniques of world-class athletes to help busy, stressed-out executives achieve peak performance. This holistic approach to executive performance uses practical tips and tools to help you maximize your career potential, maintain your physical health, and stay aligned with your personal values. Executive Stamina is all you need to learn how to optimize your time, energy, and productivity to achieve more and live better.

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