

Energy Management: Finding Your Sweet Spot



**What is Energy Management?
(Steph intro)**

**1. For you right now, tune in and feel your body and mind...
Rate your energy on a scale from 0-10**

0= lethargic, lacking energy and motivation...(really need to sleep)
10= full of energy and ready to get stuff done!

...Take note of this number, and remember to continuously check-in on this number throughout the day (without judgement)

2. Daily Activities Map

Use this table to fill in your 'average' day and list the activities you do. Once completed, reflect on each activity and make note if these are:

Energy-giving (+), Energy-taking (-), or Energy-neutral (n) activities

...remember, there is no, good or bad, nor right and wrong here!

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Time	Activity	Energy (+/-/n)

3. Take a look at the results, is there anything that surprises you?

Any large chunks of energy-taking activities? Do you find you thrive/perform better in mornings or afternoons? What activities give you the most energy?

4. Finding your “Precious Time”

Look over your day, are there any really high-energy areas where you feel like you are the most-productive? (Highlight or mark this on your schedule)

(i.e. my mornings are my most productive and I function at my best, so I reserve this time for only important meetings and to-do's that require lots of focus.)

5. Finding your “Low-Pressure Time”

What's the other part of your day where your energy is not as high, and you don't want to put a lot of pressure on this part of your day?

6. Make a list of all activities that are energy-taking during your day...

*Remember not everything will be energy-giving activities, there's always things you will have to do. (As your coach, I would be curious to find a way to make these tasks more fun for you!)

- 1.
- 2.
- 3.
- 4.
- 5.

Energy-Management Checklist

- Make a 'Energy boosting' menu - things that you can draw from when you want to raise your vibes.
- Using your Daily Activities Map - look at what is working and not working. Identify the blocks that aren't working and tweak it in a way to be neutral or positive. OR manage the negative energy areas (eg don't have activities planned afterwards).
- Find the 'Sweet spot' in your day. Make the most out of your most energetic time - block it out for your best productive work. Don't fill it with meaningless activities. Really honour it and use the time well.
- Find a little PLAY in everyday (#PlayEveryday is our mantra!)

Energy-Boosting Ideas

- Simple, but drink enough water (sometimes we can use a reminder!)
- Ground yourself with breathing techniques (try using deep diaphragmatic breathing, and hold a longer space between your inhale and exhale)
- Tidy and declutter your immediate environment (or just one small space 1m x 1m)
- Simplify - Just achieve ONE thing that will take you in the direction you want to go
- Connect - Give a hug, call someone uplifting, have a conversation, smile, physical connection if possible.
- Be fully present.
- High vibe foods - nourish
- Movement - Dance or move for 2 minutes. Shake your body or just jumping up and down on the spot will do.

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- ❑ Lead with your body how you want to feel - roll shoulders back and down, sit up straight, feet grounded on the floor.
- ❑ 15 minutes walk - around the block, offline.
- ❑ Nature - connect and notice the little things. Ask great questions.
- ❑ Put on a great song/ Anchor positive experiences to your favourite music.
- ❑ Do something for you or for others.
- ❑ 'Kind scheduling' - delete the unnecessary, create space and buffers between appointments.
- ❑ Use hot → cold therapy. Either shower or bath.
- ❑ Braindump thoughts onto paper (scribe non stop for 5 minutes) then rip up, scrunch up or burn the paper.
- ❑ Say no with intention- don't overcommit and manage expectations.