

**Managing Your Energy,
Not Just Your Time**

Introduction

**Juggling multiple tasks can impact productivity.
Managing your energy MAXIMIZES your time.**

Types of Energy

Physical (sleep/rest, exercise)

Emotional (quality)

Mental (capacity to focus)

Spiritual (connection)

Highs and Lows

Schedule your important work
during peaks of high
energy...where possible

Develop Habits

Short walks/exercise

Mental break/quiet

Boundaries around time



Boost

In the office, find moments to harness some energy

Some workdays demand our energy whether we fully have it or not. Expectations to produce are on someone else's time not our own.

Finding ways to give your brain a break or exercise your body can help with increasing focus.

Types of Brain Breaks

MOVEMENT

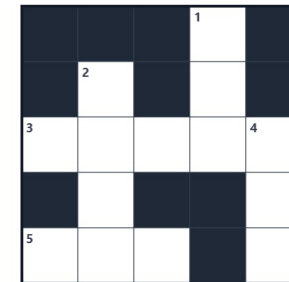
MINDFULNESS

CREATE

COGNITIVE GAMES

SOCIAL ACTIVITY

NATURE



ACROSS

3. A tall wading bird with a long neck and legs
5. A nocturnal bird known for its hooting sound

DOWN

1. A female chicken kept for laying eggs
2. A large black bird known for its intelligence
4. A large flightless bird native to Australia

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Recharge

Find hobbies that require focus, physical activity, or creative energy

Even after we leave the office, challenges and frustrations from the day can linger into the evening.

Using a different part of your brain, engaging your body, or focusing intently on non-work helps your mind reset.





in the woods



with family



on the sofa

Unplug

Unplugging can be done at home or further afield

We are constantly bombarded by alerts, notifications, and asks from the world around us.

It's okay to take a break and just be present wherever you are.



Peace is this moment without judgment.
That is all.

— DOROTHY HUNT



RECAP

Manage your TIME **and** your ENERGY

BENEFIT

Enhance your clarity, decision-making, and results

NEXT STEPS

Adopt the habits that work best for you

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You've got this!
THANK YOU