



PERSONAL DEVELOPMENT CHECKLIST

Date

14

Daily Energy Management Checklist

Managing your energy helps maintain productivity and well-being throughout the day. Use this checklist to optimise your energy levels.

Start with a Morning Energy Boost

- Hydrate, stretch, and eat a nutritious breakfast to kick-start your day.
- Example: Drink a glass of water with lemon after waking up.



Plan Your Energy Peaks and Valleys

- Schedule demanding tasks during your most energetic times.
- Tip: Track when you feel most alert (e.g., mid-morning or late afternoon).



Prioritise Energy-Draining Tasks

- Tackle challenging or unpleasant tasks early to avoid procrastination.
- Example: Finish your report before lunch to free up mental space.



Take Regular Breaks

- Pause every 60-90 minutes to recharge.
- Tip: Step outside for fresh air or do a quick stretch.



Stay Hydrated

- Drink water consistently to maintain energy and focus.
- Tip: Keep a reusable water bottle at your desk.



Nourish Your Body

- Eat balanced meals and snacks to sustain energy.
- Example: Choose protein-rich snacks like nuts or yogurt.



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Checklists



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Avoid Overcommitment

- Say no to unnecessary tasks or obligations to conserve energy.
- Tip: Delegate when possible.



End with an Evening Wind-Down

- Reflect on the day and engage in relaxing activities to restore your energy.
- Example: Practice deep breathing or light yoga before bed.



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