



PERSONAL DEVELOPMENT CHECKLIST

Date

22

Eliminating Energy Drainers Checklist

Removing energy drainers helps you stay productive and maintain mental clarity. Use this checklist to identify and eliminate unnecessary burdens.

Identify Energy Drainers

- Reflect on tasks, habits, or relationships that exhaust you.
- Example: "Constantly checking emails makes me feel overwhelmed."



Set Boundaries

- Limit access to people or activities that drain your energy.
- Tip: Politely decline unnecessary commitments.



Streamline Your To-Do List

- Focus on tasks that align with your goals and let go of non-essentials.
- Example: Delegate administrative tasks where possible.



Declutter Your Space

- Organise your environment to reduce mental clutter.
- Example: Clear your desk or digital files regularly.



Limit Screen Time

- Avoid excessive time on social media or unnecessary online browsing.
- Tip: Use apps to track and restrict screen usage.



Prioritise Self-Care

- Schedule time for rest, exercise, and relaxation.
- Example: Take a short walk after work to decompress.





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Address Unresolved Conflicts



- Resolve tensions with honest conversations or by letting go.
- Example: Clear up misunderstandings with a coworker to improve collaboration.

Say No When Needed



- Protect your time by declining commitments that don't align with your priorities.
- Tip: Practice polite but firm responses, like "I can't take this on right now."

Regularly Assess Your Energy Levels



- Evaluate what's energising or draining you and adjust accordingly.
- Tip: Use a journal to track patterns over time.



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