

Energy Management Action Plan

Here are suggestions of possible actions to build energy – pick a few that are relevant to you and write your own energy management action plan.

Type of Energy	Ideas to build energy
SPIRITUAL	<p>List your core values – how far are you living them? Make sure you do one thing that you find satisfying every day Imagine 5 years from now – if things go really well, what things that you’ve done would make you proud and satisfied – what needs to happen now for these to come true? Find ways to do more of the things that make you feel good</p>
PHYSICAL	<p>During your working day, incorporate breaks every 90-120 minutes, Manage your food intake to control ups and downs in blood sugar level Take regular exercise – choose the type of exercise you enjoy Follow strategies to ensure you sleep well Make a habit of taking a lunch break and getting outside Learn to notice the physical signs of your energy flagging</p>
INTELLECTUAL	<p>Prioritise more effectively, watch the “urgent but not important” habit Set yourself goals on the added value tasks and break them down into manageable action plans Put your important goals on your desk/desktop and do an action towards them every day Reduce interruptions by carrying out high concentration tasks away from phones and email</p>
CAREER	<p>Manage email better eg disable email when you need to think, set up rules eg cc items go into a separate folder, only access email at specific times of day Don’t accept meeting requests unless you know the purpose of the meeting and why you are there Block out time in your diary for the important tasks Build in breaks between and after meetings Each night, identify the most important task for the next day, and do it first</p>
EMOTIONAL	<p>Create opportunities to spend time with people you like Do things with friends and family Reframe negative situations Talk problems through with someone Manage your physical state - practice relaxation and mindfulness techniques Fuel positive emotions in others by making a habit of telling people what you appreciate about them</p>

My Energy Management Action Plan

Type of Energy	Actions to build energy
SPIRITUAL	
PHYSICAL	
INTELLECTUAL	
CAREER	
EMOTIONAL	