

# Managing Energy for Performance

This playbook guides you through the process of understanding and managing your energy levels to optimize daily performance. It focuses on aligning high-energy tasks with your natural peak performance times.

## Step 1: **Assess Energy**

Begin by assessing your current energy patterns. Keep a journal for at least a week, noting down times when you feel most alert and energetic versus when you feel low or fatigued.

## Step 2: **Identify Peaks**

Review your journal to identify patterns of peak energy levels. Look for consistent times during the day when you typically feel your most energetic and alert.

## Step 3: **Task Alignment**

Align your high-energy tasks with your identified peak performance times. Schedule challenging, important, or concentration-intensive tasks during these high-energy windows.

## Step 4: **Manage Lows**

Plan less demanding activities or short breaks during your low-energy times. Use this period for routine tasks that don't require intense focus or high energy.

## Step 5: **Optimize Schedule**

Adjust your daily schedule based on your energy assessment. Aim to consistently match your tasks with your natural energy fluctuations for optimal performance.

## Step 6: **Monitor & Adapt**

Monitor your energy levels and productivity over time. Be willing to adapt your schedule as needed to maintain alignment with your natural energy patterns.

# **General Notes**

## **Nutrition & Sleep**

Good nutrition and adequate sleep are crucial for maintaining consistent energy levels. Ensure a balanced diet and establish a regular sleep routine.

## **Exercise**

Regular physical activity can help regulate your energy levels and improve overall alertness. Incorporate exercise into your weekly routine.

## **Stress Management**

Manage stress effectively through relaxation techniques or mindfulness practices to prevent energy drain and maintain peak performance.