

How to maximise your productivity

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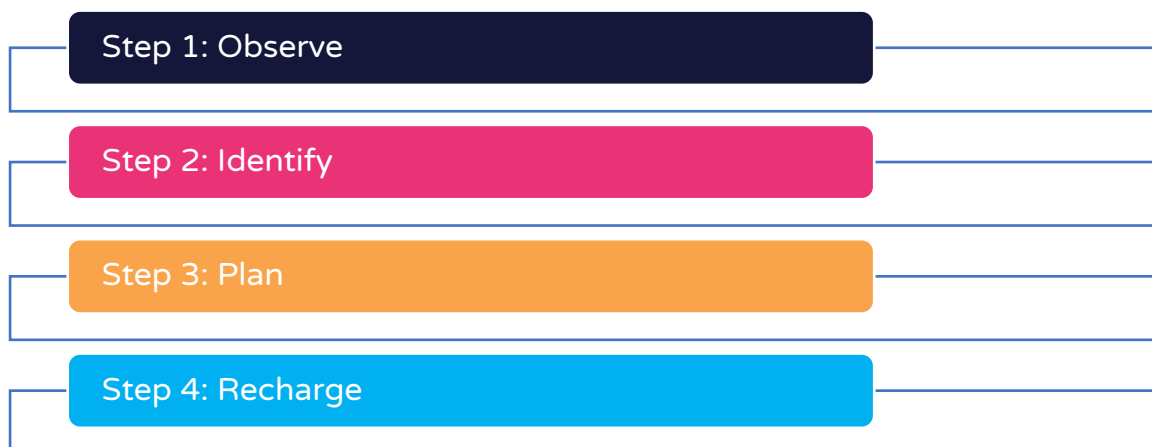
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Why is it important to understand our energy flow?

Energy levels fluctuate throughout the day, and if you can identify your periods of high- and low-energy, you can use this to your advantage and maximise your productivity.

By having a better understanding of your energy flow throughout the day, you can schedule high intensity tasks during times of high energy, making sure you have the necessary mental resources to complete these tasks. It also allows you to identify the best times to schedule your breaks to restore your energy levels.

How to understand and manage your energy flow





Step 1: Observe

Carry out an observation of how your energy levels change throughout the day. Note down how you're feeling, your motivation, and overall productivity, to see how this may differ.

Step 2: Identify

Work through your observations and determine your high-energy and low-energy times of day.

High-energy times are when you feel motivated and are at your most productive. Low-energy times are when you notice that your energy levels are dipping, and you are finding it difficult to concentrate.

Differentiate your tasks between high- and low-energy tasks. High-energy tasks are complex tasks that demand a lot of your time and attention or require more effort to complete. Low-energy tasks are those that are easier to complete or are part of your routine.

Step 3: Plan

Now that you have identified your high- and low-energy times and tasks, you can start to plan your day and schedule tasks according to your energy flow.

High-energy tasks, such as tasks that require creative or critical thinking, or decision-making, should be scheduled at high-energy times.

Low-energy tasks, such as admin or emails, should be scheduled at low-energy times. Doing this will help to facilitate maximum output.

Step 4: Recharge

The last step is to identify times within your schedule where you can take breaks. This will help to improve your focus and allows you to take a step back from your work.

Take breaks during your low-energy times, or straight after a high-energy task to restore your energy levels.

If you don't have time to take a break, you could also schedule a task that you enjoy during low-energy times to boost your motivation.

How can you optimise your energy levels?

While it is inevitable that your energy levels will be up and down throughout the day, there are a few steps you can take to help maintain your energy overall.

Prioritise your physical health

- Take regular breaks during the day.
- Get 7-9 hours of sleep.
- Keep hydrated.
- Eat regular meals and snacks.
- Make time for regular exercise.

Prioritise your mental health

- Write down or talk to someone you trust about how you're feeling.
- Try to focus on things you can change, rather than those outside of your control.
- Practice mindfulness.
- Try to manage and challenge any negative emotions.

Find meaning in your work

- Find the positives in tasks, even if they don't directly interest you.
- Take part in projects that excite you.
- Ask for more responsibilities that align with your interests and values.