



# CHECKLIST: ENERGY MANAGEMENT

## Master Your Energy for All-Day Productivity

Discover the secrets to aligning your daily routine with your natural energy rhythm. These tips will keep you feeling energized and productive throughout the day.

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### PRIME PERFORMANCE TIME

- Track Your Time:** Analyze your reports and identify the hours when you consistently achieve the most
- Log Your Energy Levels:** Track your mental energy throughout the day, ideally for 2-3 weeks
- Guard the Golden Window:** Minimize distractions and schedule demanding tasks that require extra focus and creativity

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### POWER UP YOUR PLATE

- Ditch the Energy Drainers:** Avoid processed food, industrial seed oils, added sugar/artificial sweeteners, high glycemic foods
- Level Up Your Plate:** Include probiotics, prebiotics, low-GI carbohydrates, healthy fats, omega-3, vitamins & supplements

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### MONITOR YOUR SCREEN TIME

- Avoid bright screens for 2-3 hours before bed
- Every 20 minutes, focus on something 20 feet away for 20 seconds
- Place monitor an arm's length away (20") with top below eye level
- Drinking plenty of water
- Download a screen time app

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### SLEEP HYGIENE MATTERS

- Set a consistent wake-up routine
- Shift your sleep schedule gradually if needed
- Aim for short, early afternoon naps
- Cool down and darken your bedroom

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### SWEAT FOR SUCCESS

- Target all major muscle groups
- Diversify your workout routine
- Aim for regular workouts
- Find exercise that excites you