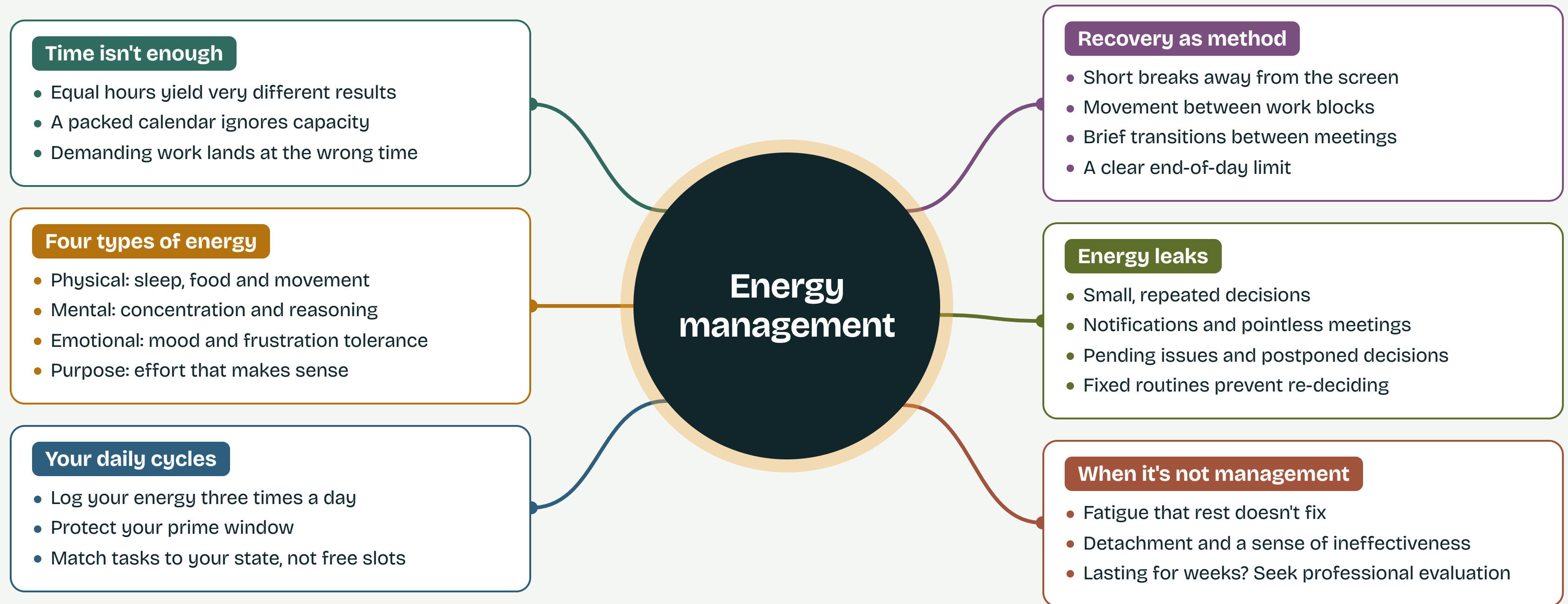


Energy management beyond the calendar



Action plan

1

Log your energy level three times a day

2

Save your best window for your most demanding work

3

Leave administrative tasks for the afternoon dip

4

Take real breaks and move between blocks

5

Set a clear limit to end your day

Key takeaway

Time is the same for everyone; energy isn't. Place each task in the state where it performs best.