

A man with dark hair and a mustache, wearing a dark blue suit jacket over a striped shirt and red-rimmed glasses. He is looking down with a stressed expression, holding his right hand to his forehead. His left hand is clenched into a fist, resting on a wooden surface. A laptop is partially visible in the foreground.

Are You Still Trying to Manage
Your Time When You Should Be
Managing Your Energy?



1. The Four Dimensions of Energy

Do you ever hit a wall mid-afternoon, even when your calendar is clear?

Most people think more hours equal more output. In reality, your energy, not your time, sets your performance ceiling.

Actionable Takeaway: Audit your day: When do you feel most energized? Least?

What activities drain or recharge you?



2. Common Myths About Productivity

Have you tried every time management hack but still feel exhausted?

It's not about squeezing more into your schedule; it's about working with your natural energy rhythms.

Actionable Takeaway: Experiment with “energy sprints” and work intensely during your peak hours, then take a real break.

How does your productivity change when you align tasks with your energy peaks?



3. Strategies for Renewing and Protecting Your Energy

Ever notice how a quick walk or a laugh with a colleague can reset your whole day?

Breaks aren't a luxury, they're a necessity for high performance.

Actionable Takeaway: Schedule short, regular breaks and protect them as fiercely as meetings.

What's one small change you can make to recharge during your workday?



4. Identifying and Managing Your Biggest Energy Drains

Do certain meetings or tasks leave you feeling depleted, regardless of their length?

Not all hours are created equal; some activities drain more energy than others.

Actionable Takeaway: Track your energy levels throughout the week and note patterns.

What can you delegate, automate, or eliminate to protect your energy?



5. Building Sustainable High-Performance Habits

Imagine finishing your week feeling accomplished and energized.

Sustainable high performance is about consistency, not intensity.

Actionable Takeaway: Choose one new energy-boosting habit to practice daily (e.g., hydration, movement, gratitude).

How will you measure your progress in managing energy, not just time?



Conclude and Encourage Action

Managing your energy is the foundation of sustainable high performance. Start by applying one strategy from this guide. Reflect on your progress, share your insights, and encourage your team to join you on this journey.

Ready to transform your results?

Explore further resources and keep growing your energy management skills.

You are welcome to share this resource with your community.



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