

Week 38

Manage Energy, Not Time



9/21/26

Why it Matters: Not everything costs the same amount of energy. Understanding what fuels and drains you helps you protect your best energy for the work and people that matter most.

This Week's 1% Better Practice:

Do an Energy Audit. At the end of one workday, identify: One thing that energized you. One thing that drained you. Then ask: Does the thing draining me deserve this much of my energy?

Applying It:

Conduct an Energy Audit. Think about your typical work week and answer the following questions:

What energizes you: _____

What drains you: _____

Find Your Energy Hangover. What tends to consume your energy long after the task itself is over?

Protect Your Energy.

When am I typically at my best? _____

What important work deserves that energy? _____

Commit to it. One way I will protect my energy this week: _____

Remember: TIME ≠ CAPACITY. Having room on the calendar doesn't automatically mean that you have the capacity to take something on.

