

Energy Management Checklist

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ENERGY MANAGEMENT CHECKLIST

G U I D E S & C H E C K L I S T S

Your body isn't a machine that runs on willpower alone. Energy is a finite resource requiring active management. Here's a checklist to help you protect and restore your energy.

Capability: Know your energy

Fix your sleep quality

- Track sleep cycles, not just hours.
- Wake up at the end of a complete cycle (multiples of 90 minutes from when you actually fall asleep).

Time your nutrition

- Start your day with front-loading protein (30 gram at breakfast), moderate complex carbs midday, and save simple carbs for the evening.
- Time your largest meal for when you don't need peak cognitive performance.

Use movement to restore

- Schedule intense workouts during high-energy windows (typically morning).
- Use 5-10 minute "movement snacks" every 90 minutes during work: walk, stretch, mobility drills. These aren't workouts. They're energy restoration.

Free up cognitive capacity

- **Offload working memory externally.** Use a second brain system (notes, task managers) to free cognitive capacity.
- **Build attention restoration into your day.** Five minutes looking at trees or listening to instrumental music restores 30-40% of depleted attention.
- **Batch cognitive load.** Group similar tasks to reduce switching costs. Process all emails in 2-3 defined windows rather than 47 micro-sessions.

Opportunity: Design your environment

Optimize your schedule

- Block your calendar for next week.
- Mark your peak energy windows (typically 2-4 hours) and protect them ruthlessly. Schedule only your highest-value work for these windows/blocks.
- Batch all meetings into specific afternoons.

Optimize your workspace

- Work near windows when possible. Open windows for 10 minutes every 2 hours.
- Keep workspace temperature slightly cool rather than warm.
- Eliminate all non-essential notifications and close all browser tabs at end of work sessions.
- At day's end, shut down completely.

Optimize your social energy

- Cluster draining interactions together when possible, followed by recovery time.
- Never schedule energy-draining meetings before high-stakes work.
- Protect time with energizing people when you're depleted.

Motivation: Energy that matters

Track your progress

- Note daily energy scores (1-10) at three time points: morning, midday, evening
- Write a weekly qualitative notes: what worked, what didn't, how you felt
- Do a monthly review: patterns, improvements, adjustments needed

When you need energy right now

Sometimes you don't have time for systemic energy management. You need a functional boost right now.

Breath: 30-second reset

[Double inhale](#) through your nose (one deep breath, then a sharp second inhale to fully expand lungs), followed by a long, slow exhale through your mouth. Repeat 1-3 times.

Movement: 1-minute recovery

- **Cognitive fatigue**
Rapid walking or stair climbing increases blood flow to the brain and provides immediate alertness.
- **Physical fatigue**
Gentle stretching or mobility work releases tension and activates recovery.
- **Emotional fatigue**
Expressive movement like shaking your limbs, dancing or power poses shifts your emotional state.

Cognitive offloading: 3-minute relief

[Brain dump](#)

Take 3 minutes to write down everything looping in your head: tasks, worries, ideas, reminders and decisions. Don't organize, just dump!