Energy Accounting Worksheet

Think about the kinds of tasks you need to do throughout the week. Assign those tasks to a category based on the amount of effort they take on an average day.



Rechargers - Tasks that give you energy

1.
2.
3.
4.



Low Effort - Tasks that don't require much / neutral effort

1.
2.
3.
4.



Medium Effort - Tasks that are a little draining

1.
2.
3.
4.



High Effort - Tasks that are highly draining

1.
2.
3.
4.

Answer the following reflection questions to help you better manage your energy levels throughout the day.

How can you prompt yourself to check in with your energy levels throughout the day?

E.g. Set 3 check-in reminders: morning, afternoon, and evening.

How can you add little recharge breaks throughout your day?

E.g. Schedule a 90 minute nap time after lunch

What patterns do you notice in your energy levels throughout the day? How can you structure your days to account for that?

E.g. Save low cognitive-effort tasks for the end of the day

How can the high-energy tasks be broken down into more manageable bits?

E.g. Give myself permission to stop the task at a checkpoint

How can medium and high energy tasks be changed to make them more manageable?

E.g. Start writing your paper in bullet points instead of full sentences and paragraphs.