Energy Management Matching

**High-energy times (only 1 or 2 per day):** Schedule large projects; things that should not be interrupted; creative projects; material that is most difficult, intimidating, or boring.

**Medium-energy times (2 or 3 per day):** Schedule team projects; moderately interesting reading or math; relatively easy writing.

**Low-energy times:** Do a variety of brief tasks; physical movement where concentration is not critical; return calls or messages to friends.

<table>
<thead>
<tr>
<th>The time is...</th>
<th>My energy level is (non-existent, low, med, high)...</th>
<th>Activities that are the best match are...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning 8-11 a.m.</td>
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<tr>
<td>Midday 11 a.m. – 2 p.m.</td>
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<tr>
<td>Afternoon 2-5 p.m.</td>
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<tr>
<td>Early Evening 5-8 p.m.</td>
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<tr>
<td>Mid-Evening 8-11 p.m.</td>
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<tr>
<td>Late Evening 11 p.m. – 2 a.m.</td>
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<td>The Wee Hours 2-5 a.m.</td>
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<tr>
<td>Very Early Morning 5-8 a.m.</td>
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</table>

- Use the power of “first-minute” motivation
- Pre-plan your schedule as much as possible.
- Practice saying “No,” even to yourself.
- Find places that are conducive to working and stick with them.
- Break projects down into 90-minute “chunks” and reward yourself for finishing each chunk.
- Food, sleep, and relaxation are required for optimum performance.
- “Park downhill” as much as possible.
Energy Management Self-Diagnosis

What are the two most time-consuming academic activities in my daily life?

What are the two most time-consuming personal activities in my daily life?

What are the two activities most surprising to me in how much time they consume?

What are the two activities most surprising to me in how little time they consume?

An honest appraisal of which activities I feel should consume less of my time:

An honest appraisal of which activities should consume more of my time:

When you’re feeling stuck:

- Ask: "What is one small task I can accomplish toward my goal?"
- Ask: "Am I beating myself up?" (lighten up, don't berate yourself).
- Ask: "Am I being a perfectionist?"
- Ask: "How did I just waste time?"
- Ask: "Would I pay myself for what I'm doing right now?"
- Ask: "Can I do just one more thing?"