

Your Daily Energy Bucket

Where is your presence needed?

The 100% Energy Concept

Imagine you start each day with **100%** of your energy available. This energy fuels your tasks, responsibilities, and even your downtime. How you allocate this energy determines your productivity, well-being, and overall satisfaction.

Throughout the day, different activities consume varying amounts of your energy. Some tasks energize you, while others drain you. Understanding these energy dynamics is key to efficient energy management. We'll talk about that later.

First, we're going to think about your energy as a finite resource, which can help you become more mindful of how you spend it. What are your actual essentials that you need to do?

This handout will guide you through understanding your energy expenditure, identifying ideal tasks, and planning your day accordingly. Let's start optimizing your energy allocation!

Ideal Task Allocation = Your Analysis

Consider these categories of ideal tasks to distribute your 100% energy and think about what tasks you would like to accomplish if you could choose:

Category: Creative/Inspiring

Example: Writing, painting, brainstorming, learning a new skill.

Estimated Energy Allocation: 10% of your day

Tasks:
Knitting a new hat
Painting a picture
Practicing piano

Category: Productive/Focused

Example: Work tasks, project management, deep work.

Estimated Energy Allocation: 40% of your day

Tasks:
Being at work
Answering emails
Developing content

Category: Social/Connecting

Example: Spending time with loved ones, networking, collaborating

Estimated Energy Allocation: 30%

Tasks:
Taking the kids to the park
Calling your parents
Hanging out with your girlfriends
Being on instagram, sending memes

Category: Restorative/Relaxing

Example: Meditation, exercise, hobbies, sleep.

Estimated Energy Allocation: 20%

Tasks:
Working out at the gym
Meditation in the morning
Sleep hours

Total Energy Allocation: 100%

Notice in this observation we actually forgot meals - eating, food preparation, or where that should happen! So in this instance, we'd go back and make some changes to the amount of time we're spending with other tasks, and allocate our time differently. It also then helps to see where we might be overspending/delegating our time (hint, hint, wink).

Ideal Task Allocation = Your Analysis

There are some categories assigned below. Feel free to rewrite as needed.

Day 1 = Out of 100%, what is my daily energy available? _____ /100

Now that I've assessed how much energy I have total, where do I need to distribute the energy over the day? Here are my 4 categories below.

Task	*Work*	*Task*	*House*
1		1	
2		2	
3		3	
4		4	
Total Energy Allocation		Total Energy Allocation	

Task	*Family/Relationship*	*Task*	*Social*
1		1	
2		2	
3		3	
4		4	
Total Energy Allocation		Total Energy Allocation	

Task	*Health*	*Task*	*Diet*
1		1	
2		2	
3		3	
4		4	
Total Energy Allocation		Total Energy Allocation	

Observation and Reassessment

Now, let's consider the **actual** tasks you need to accomplish. Allocate your 100% energy accordingly:

Task List:

Total Energy Allocation: Should equal 100%

Reassessment:

Are there any tasks that require a disproportionate amount of energy?

How can you adjust your schedule to better balance energy expenditure and replenishment?

Notes:

Summary and Next Steps

This handout provided a framework for understanding and managing your daily energy. By visualizing your energy as a finite resource, you can prioritize tasks, re-evaluate commitments, and optimize your schedule for greater productivity and well-being.

Next Steps:

- Regularly track your energy levels throughout the day. As soon as you get out of bed, rate yourself from 1-10.
- We will be now identifying your personal energy drainers and energizers - this is different than what you “have” to do - this is about making choices that benefit you.
- Experiment with different scheduling strategies to find what works best on a weekly or monthly basis.
- Be kind to yourself and remember that it's okay to adjust your plans as needed.