

Energy Management Tracker

Productivity depends as much on managing energy as managing time. This tracker helps you understand where your energy comes from, how it fluctuates throughout the day, and what habits increase or deplete it.

1. Purpose of This Tool

- ☐ Identify daily energy patterns to optimise performance.
- ☐ Recognise habits and behaviours that increase or reduce energy.
- ☐ Balance work, rest, and recovery effectively.
- ☐ Improve focus and output by aligning tasks with natural energy peaks.
- ☐ Build long-term habits for sustainable wellbeing and productivity.

Tip: You cannot perform at your best when you constantly operate on empty - recovery is part of productivity.

2. Energy Source Audit

Energy Source	Current Quality (1–5)	Notes / Observations	Improvement Action
Sleep			
Nutrition			
Hydration			
Exercise			
Mental Focus			
Emotional Balance			
Social Connection			

- ☐ Review this audit weekly to track overall balance.

Tip: Small improvements in each area multiply to create large performance gains.

3. Daily Energy Log

Date Time of Day Energy Level (1–5) Activity Notes / Patterns

Morning

Midday

Afternoon

Evening

- ☐ Record energy at key points in the day for at least one week.
- ☐ Identify consistent high and low periods to plan around.

Tip: Schedule demanding work during natural peaks and rest during dips.

4. Energy Gain vs Drain Tracker

Activity / Habit	Type (Gain / Drain)	Frequency	Duration	Energy Impact (1–5)	Action to Increase or Reduce
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- ☐ List daily activities and classify whether they give or drain energy.
- ☐ Focus on increasing energy-giving habits and reducing drains.

Tip: Protect activities that recharge you - they are essential, not optional.

5. Sleep Quality Review

Date Bedtime Wake Time Sleep Duration (hrs) Quality (1–5) Notes

- ☐ Track both duration and quality of sleep for insight into recovery trends.

Tip: Consistent sleep patterns outperform occasional long nights.

Notes

6. Nutrition and Hydration Check

Day	Meals Quality (1–5)	Water Intake (Litres)	Noted Effects on Energy
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Monday			
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Tuesday			
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Wednesday			
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Thursday			
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Friday			
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☐ Reflect on how eating and drinking habits influence focus and mood.

Tip: Energy dips are often caused by dehydration or poor nutrition, not just workload.

7. Movement and Break Tracker

Day	Movement Type	Duration	Breaks Taken	Energy After Break (1–5)	Notes
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Monday					
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Tuesday					
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Wednesday					
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Thursday					
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Friday					
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☐ Record how physical movement and short breaks affect your energy levels.

Tip: Even a two-minute walk or stretch can restore mental clarity.

8. Emotional and Mental Energy Log

Date	Emotional State (Positive / Neutral / Negative)	Mental Load (1–5)	Cause / Trigger	Adjustment Strategy
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☐ Acknowledge emotional factors influencing energy, such as stress or motivation.

☐ Identify recurring patterns and effective coping methods.

Tip: Emotional balance is the hidden driver of consistent focus and resilience.

9. Weekly Energy Reflection

Question

Response

When did I feel most energised this week?

What drained my energy most?

How well did I balance work, rest, and recovery?

What new habit could boost my energy next week?

How can I maintain high-energy moments more often?

☐ Use this section for structured reflection each Friday.

Tip: Awareness turns fatigue into actionable insight.

10. Energy Improvement Plan

Focus Area	Action	Start Date	Review Date	Progress
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Sleep				
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Nutrition				
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Movement				
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Mindset				
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Recovery				
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☐ Choose one improvement per week and track progress consistently.

Tip: Small, consistent habits create sustainable energy - avoid extreme changes.

How to Use This Tracker

Use this tracker daily or weekly to understand your energy rhythms and make better choices. Combine it with your Time-Blocking Planner and Deep Work Tracker to align demanding work with peak energy. Over time, managing energy intentionally will improve focus, productivity, and overall wellbeing.