



Hack Your Energy to Master Your Productivity

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Learning Objectives



Better manage your energy, responsibilities, and outcomes



Decrease decision fatigue



Create more space in your schedule



Make more aligned decisions



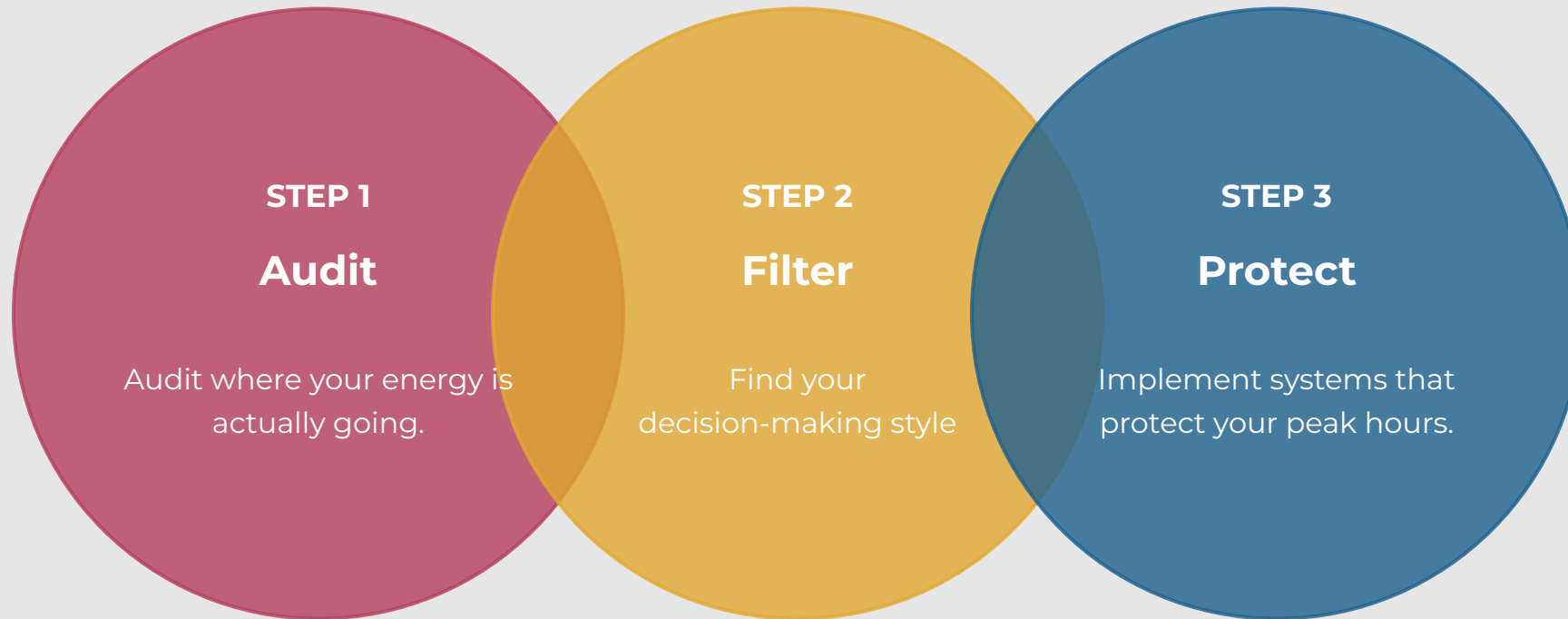
Improve self-awareness and self-acceptance without guilt



***“Don’t confuse activity with productivity.
Many people are simply busy being busy.”***

— Robin Sharma

The Energy Architecture



Time Is Fixed. Energy Is Dynamic.

Time Management



Fixed • Finite • 24 hours

- Focuses strictly on calendar hours & schedule
- Treats human capacity as linear and constant
- Leads to strict efficiency focus & inevitable burnout



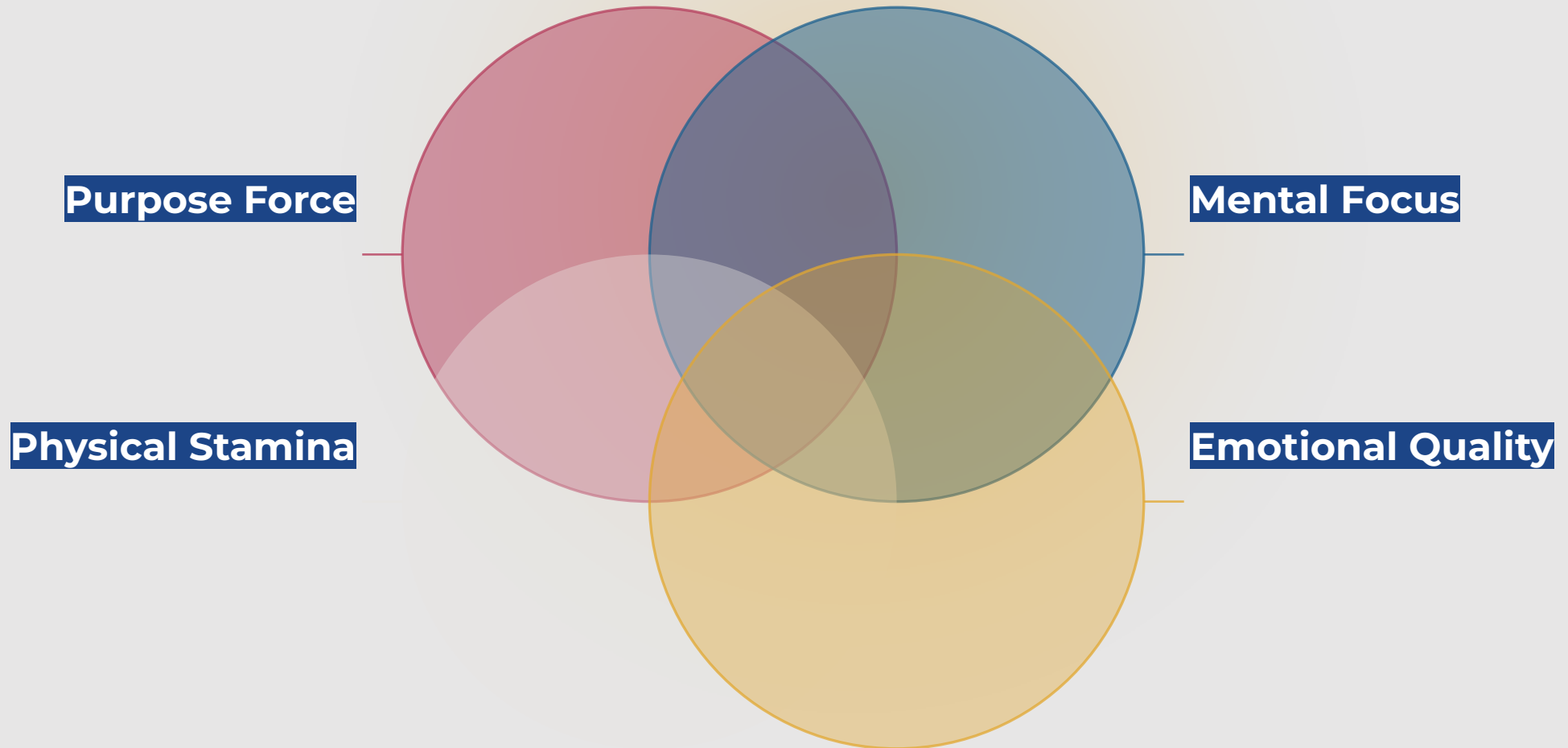
Energy Management



Dynamic • Renewable • Expandable

- Focuses on personal battery & cognitive energy
- Optimizes energy cycles, focus, and recovery
- Unlocks deep alignment & peak performance

The Four Dimensions of Energy





PART ONE

Audit

THE COST

Impact of Low Energy



Creativity

You lose the ability to problem-solve. Complex work starts feeling impossible.



Motivation

You lose momentum. High-value tasks are met with procrastination.



Mood

You lose emotional regulation. Patience drops and small frictions escalate.

Identifying Your Invisible Energy Leaks

People vs. Process

Which specific meetings or systems have the biggest effect on your energy?

Time of Day

When during the day do you feel most naturally energized?

Environment & Habits

How well does your physical workspace support your focus?

Task Type

Which of your tasks call for high energy, and which don't?

OPERATIONAL TOOL

Energy Allocation Matrix

QUICK WINS

High Value • Low Energy

Decisive sign-offs, fast delegation, momentum builders.

PROTECT THESE

High Value • High Energy

Strategic pivots, complex negotiations, architecture.

BATCH & AUTOMATE

Low Value • Low Energy

Routine inboxes, scheduling, administrative logistics.

ELIMINATE

Low Value • High Energy

Perfectionism loops, unstructured status syncs.

Where Are You Leaking Energy?



Mental Leaks: Trying to solve problems that don't actually matter; overthinking trivial details.



Emotional Leaks: Absorbing other people's stress; avoiding necessary conflicts.



Action Leaks: Rushing to clear pressure; pushing through fatigue; not knowing when "enough is enough."



PART TWO

Filter

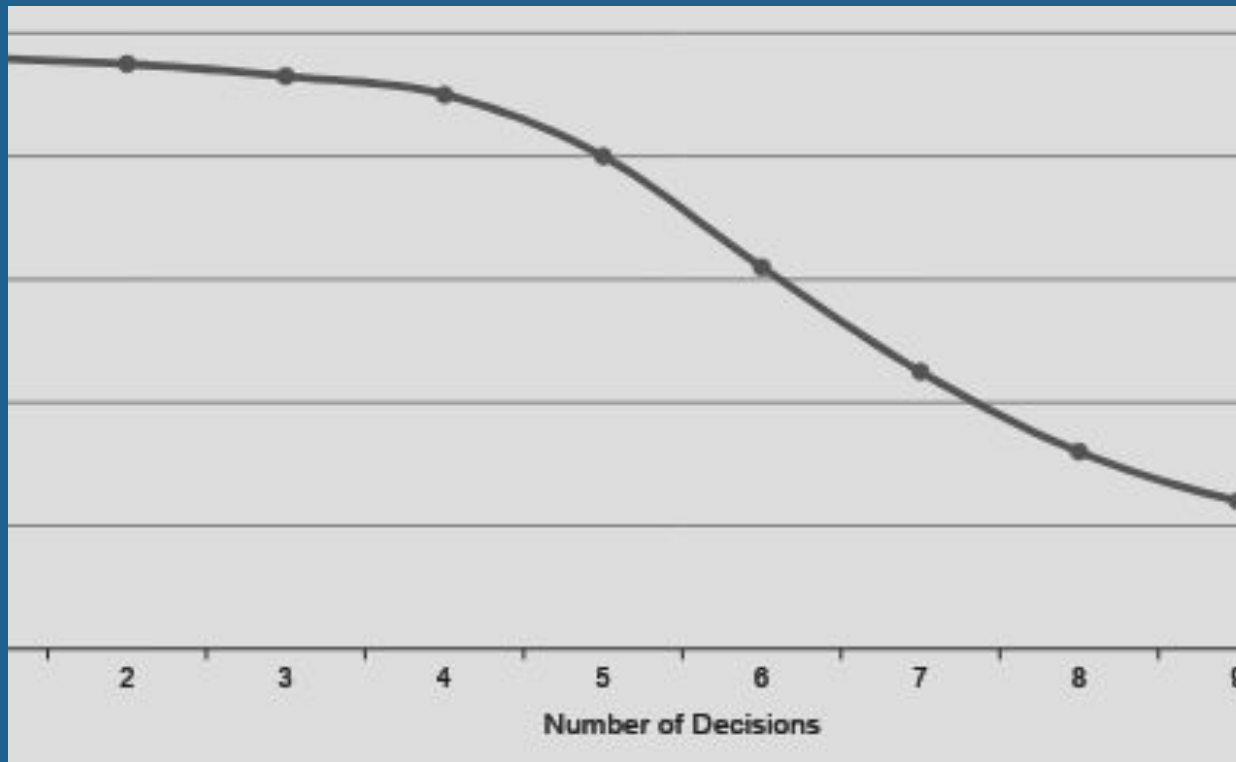
**We make around _____
decisions a day.**

**We make around 35,000
decisions a day.**

The Decision Fatigue Curve

As the volume of daily decisions goes up, the quality of your choices goes down.

DECISION QUALITY VS. VOLUME



Loss of Creativity



Loss of Motivation



⁰³ Loss of Focus

The Hidden Cost of Depletion

When energy drops, we measurably lose:

LEVEL 01



Capacity for Complex Thought

(Brain fog, analysis paralysis)

LEVEL 02



Emotional Regulation

(Irritability, impulsivity)

LEVEL 03



Decision Quality

*(Procrastination, defaulting to
the path of least resistance)*

5 Core Decision Processing Styles

Identify your natural processing modality to eliminate burnout.

01



Physical

Instant visceral gut reaction.

02



Verbal

Externalizing thoughts in dialogue.

03



Deliberative

Time-lagged evaluation window.

04



Goal-Driven

Internal willpower and commitment.

05



Contextual

Environment and spatial shift.

Protecting Decision Style Integrity



Deliberative Processing

OPERATING RULE

Enforce 24-hour holds on major commitments.

RELEASE THIS HABIT

Pressured on-the-spot meeting approvals.



Physical Processing

OPERATING RULE

Require binary yes/no decision briefings.

RELEASE THIS HABIT

Dense 40-page pro/con comparison decks.



Verbal Processing

OPERATING RULE

Schedule 15-minute sounding board calls.

RELEASE THIS HABIT

Silently ruminating behind a closed laptop.

Inventory Review



What have you done when you made a great decision?



What does a bad decision look like for you?



PART THREE

Get Intentional



Get Intentional



Clarity & Connect

What is your why?



Identify

What are your barriers?



Plan

Where are you going?



Structure & Systems

*What keeps you
focused and
organized?*

THIRD STEP: INTENTION

Purpose Reframing

(THE TO-DO LIST)

~~Finish the Q3 data report.~~



ENERGIZING

**I am finalizing the Q3 data to
empower my team's strategy
and secure our funding.**

Practical Strategies & Tools



Automated Defaults

Pre-decide the mundane so willpower is saved for what matters.



Time Block

Protect your highest-energy hours for your highest-value work.



Move Your Body

A quick physical reset restores mental and emotional energy.



DILO — Day in the Life Of

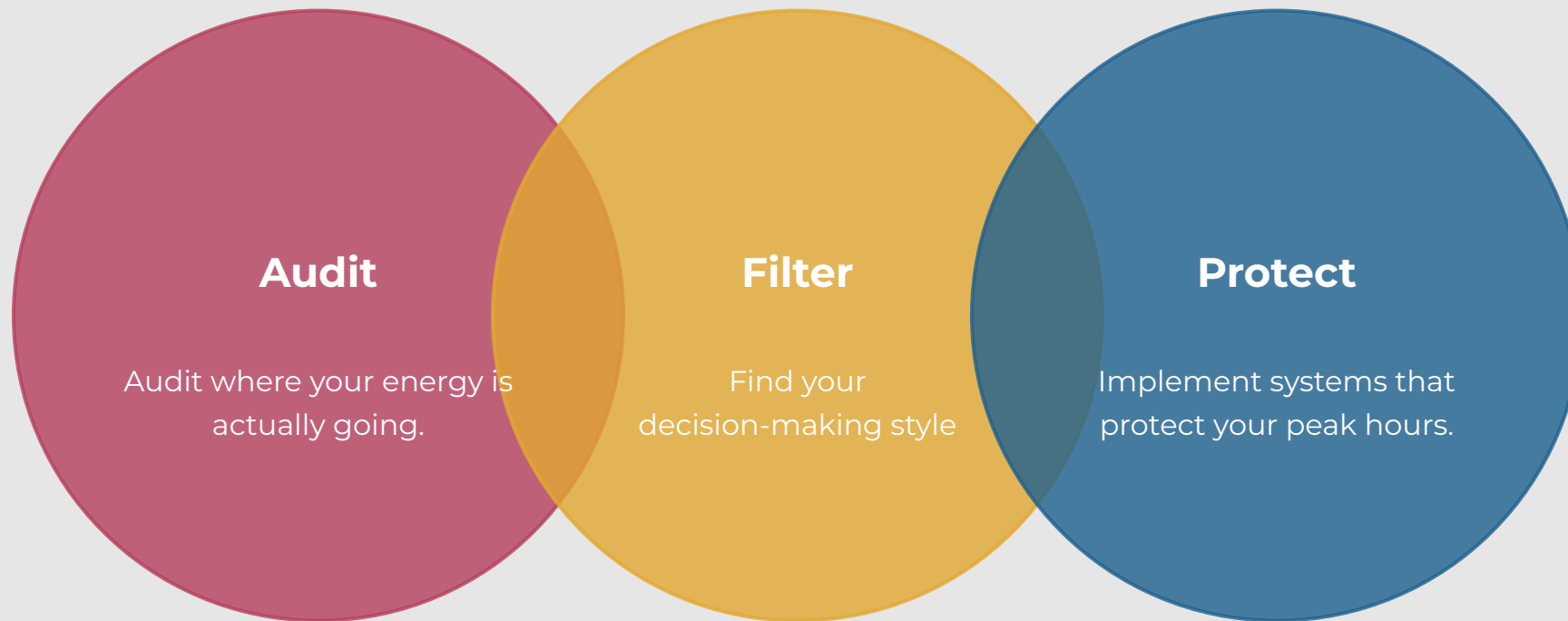
Track a full day to see where your energy actually goes.



Priority Matrix

Sort tasks by urgency and energy required, not just deadlines.

The Energy Architecture





Shift your mindset today.

What is the ONE energy leak you will plug right now?

When you manage your energy instead of your time, everything else gets easier.



Thank you

