

## **Why Energy Management is More Important Than Time Management**

If you speak to any 'productivity guru' or lifestyle advisor about how to get more done and feel more energized, then often they will tell you that the secret is time management. In other words, you need to think about how you're going to fit all the things you need to do into your day in an efficient manner so that you have time.

And they're not wrong. This is *indeed* a very important aspect of getting things done and it shouldn't be underestimated. At the same time though, it's *also* crucial to understand that energy management is equally important – and possibly even more so.

### **What is Energy Management?**

Many people seem to be under the impression that if they can 'fit it in' then they can do it. As long as you can find a free slot in your diary, then there's no reason not to commit to that additional undertaking.

This might sound reasonable but the reality is that there's only a finite number of things you can do in a day. *Even when* you have the necessary time available.

The problem is that we require energy to function and if you've just spent all day doing lots of important tasks and dealing with lots of people, then you won't have the necessary energy to devote to other jobs. It's all very well and good accepting all those additional tasks but are you going to be able to do them to the best of your ability?

This is the reason that many of us end up procrastinating or just lying on the couch watching bad TV in the evening. There's a limit to how much we can do.

### **How to Start Managing Your Energy**

To start managing your energy then, the first step is to recognize that this is a finite resource that you do in fact need to manage.

From there, you should think about how much you normally manage to fit into a day and then use this to try and ascertain at what sorts of times you usually start to run out. Learn where your limits are and avoid taking on more than that in a single day.

Likewise, if you do need to fit a lot in, then find ways to 'top up' your energy levels throughout the day. That means perhaps taking the occasional break and it means eating energizing foods that will give you a boost.