

Energy Diary

Pick a 'typical' 24-hr period in your working week. Record what you do for every period of that day (home and work); try to do this in 30-60 minute chunks. Document this as you go through the day, as it's hard to remember everything retrospectively

There's an example below to give you an idea of what this might look like, and a blank template on the next page which you can print off and fill in during the day



Time	Activity (what specifically are you doing? If multi-tasking, record both activities)	What are you eating/ drinking at the moment?	How would you rate your energy, concentration and decision making skills? (0=low; 5=high)
06:30 - 07:00	Breakfast; read emails on phone	Cornflakes with milk; cup of coffee	3
07:00 - 08:00	Commute - walk/ train to work; read emails on train		4
08:00 - 09:00	Review diary for day, reply to urgent emails	1 glass water	5
09:00 - 10:30	Meeting with Dan in Hub		4
10:30 - 11:00	Call to services team	Tea	3
11:00 - 12:00	Team meeting		3
12:00 - 13:00	Lunch at desk, update conference call		2
13:00 - 14:00	Do expenses	Cheese and pickle sandwich, crisps, diet coke	2
14:00 - 14:30	Walk to postroom, chat to Jenny		4
14:30 - 16:00	Prep for presentation		4
16:00 - 17:00	Project meeting	Flapjack, tea	2
17:00 - 18:30	Gym	Jaffa cakes	5
18:30 - 19:30	Commute (as above)	Water - 1 litre	3
19:30 - 21:00	Play with kids, kids bedtime	Bag peanuts, orange juice	3
21:00 - 22:30	Dinner, TV	Chicken stir-fry and rice, glass red wine, Hot chocolate	2
22:30 - 23:00	Bed, read		1
23:00 - 06:30	Sleep		1

