A simple, practical battle guide for becoming more productive and maximising your energy whilst working in isolation.

The Energy Distribution Cycle is a representation of our energy levels throughout a typical day. During the working day, we tend to focus heavily on what tasks we need to complete and the processes involved in these tasks. The Energy Distribution Cycle can help us to shift our focus from simply completing what we need to do, to completing them at the right time. Throughout the day, our energy levels alter; we experience peaks and troughs. Not everybody’s peaks and troughs will be the same, some may not be as drastic, and some may be more so, however, everyone’s energy distribution cycle will follow the same pattern.

**Morning Routine**

1. **MORNING KICK START**
   - Run, walk, bike or just take 20 minutes to hit some meditation or yoga before you start your day

2. **COGNITIVE TASKS**
   - Do the things that require concentration & accuracy between 9-11am. Your brain function is at its peak in the AM

3. **VIDEO / PHONE CALLS**
   - Attending important video / phone calls before lunch will allow you to maximise your energy & focus at its peak

**Think Posture**
- Take regular breaks and stretch out your core. Sit upright with shoulders back

**Eat Well**
- Your physiology affects your psychology. Eat well to improve your mood & wellbeing

**Walk & Talk**
- Walk around the house or room on calls. You will get steps in whilst projecting energy
What tasks to do and when

Maximising your Energy Distribution Cycle is the key to unlocking remote based productivity.

As we have briefly explored above, the Energy Distribution Cycle is the concept based on the fact that we experience three different types of energy throughout the working day.

1. The Peak - 8am -12pm
To take advantage of our heightened energy levels, we recommend that during this period, you concentrate on the more cognitive tasks, such as those that require problem solving and a longer attention span. These could be tasks such as writing reports, attending meetings or calls and carrying out analysis. When you start work in the morning, make tasks such as these your priority.

2. The Trough - 12pm-3pm
As our energy levels are at their lowest during this period, we recommend you completing tasks that still need to be done, but that require little concentration. These could be simple administration tasks, or ones that follow a basic process such as systems work. Doing these kind of tasks during this period means that you’re not using a lot of energy, but are still being productive and getting things ticked off your to-do list.

3. The Recovery - 3pm-6pm
The recovery period is a great time to think. As our energy levels are increasing we can start looking at what’s ahead, planning what we need to do, reflecting on what we can do better, being creative and coming up with new ideas.

In Summary: the Energy Distribution Cycle helps us to understand how our energy levels rise and fall throughout the day. By understanding the peaks and troughs of our energy levels, we can prioritise our daily tasks appropriately and as a result, become more productive.

Maximise Your Peak!

A WORD FROM OUR CEO ON MINDSET…

This is a difficult period for everyone with the Covid-19 situation likely to continue for the coming months. We must try adjust our mindset to reflect this and start thinking about how we are going to operate and what we want to achieve. There are two types of mindset that develop in a situation like this, these being a Challenge State or a Threat State mindset. Simply put, those who acknowledge the reality of the situation and focus on what they control will remain focused on facing the challenges ahead. Those who become overly focused on the consequences of what may happen tend to develop a victim type of mindset. Remember: we cannot control the wind and the tide, but we can learn to sail. We must all rise to the challenge and try our very best not to succumb to the threat. Stay safe but stay productive and positive. MJ