| **1) DESCRIPTION OF THE TOOL** |
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| **The Emotional Time Log Challenge.**  This tool moves beyond the classic time audit by requiring participants to log not just *what* they are doing, but **how they feel** about that activity on a simple 1-5 scale (1: Draining, 5: Energizing). The goal is to highlight the discrepancy between *perceived* productivity and *actual* energy expenditure during the workday. |

| **2) OBJECTIVES OF THE TOOL** |
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| 1. To reveal **hidden energy sinks** (activities that take little time but drain disproportionately high energy). 2. To identify **peak performance windows** by correlating high energy ratings with successful task completion. 3. To shift focus from simply completing tasks to **managing personal energy**—a critical component of sustainable productivity. |

| **3) CONNECTION OF THE TOOL WITH THE SKILL** |
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| Traditional time management focuses on efficiency; modern productivity research (e.g., *The Power of Full Engagement*) shows it's about energy. If you spend 20 minutes on a low-value task that drains all your motivation, the rest of your day suffers. This tool helps participants recognize which tasks are 'Toll Booths' (costly) versus 'Fuel Stops' (recharge points), linking energy management directly to superior time allocation decisions. |
| **4) MATERIAL RESOURCES** |
| A digital spreadsheet (Excel/Google Sheets) or a paper journal divided into four columns: Time Block (30 min increments), Activity, Completion Status, and **Emotional Rating (1-5)**. |

| **5) HOW TO APPLY THE TOOL** |
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| **Step 1: Log Everything.** For one week (5 working days), log all activities in 30-minute blocks. **Step 2: Assign the Emotional Rating.** Immediately upon completing the block, assign a rating (1-5) reflecting your *mood and energy* during or after the activity. **Step 3: Analyze the Discrepancy.** At the end of the week, highlight all activities that received a rating of **1 or 2 (Draining)**. Calculate the total time spent on these activities. **Step 4: Re-Engineer the Schedule.** Strategically redesign the next week by either **eliminating** (if low value), **delegating** (if possible), or **time-boxing** (if essential) the identified draining tasks to minimize their cumulative negative effect. |

| **6) WHAT TO LEARN** |
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| Effective time management is not about fitting more tasks into your day; it’s about **maximizing the impact of your peak energy.** By understanding your personal energy pattern, you can schedule high-concentration, high-value tasks during your peak windows (4-5 ratings) and reserve low-energy tasks (1-2 ratings) for non-peak times. |

| **7) EXTRA MATERIALS - LINKS** |
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| https://todoist.com/productivity-methods |