

Three things that drain your energy (and what to do about them)



There are only so many hours in a day. And you only have so much energy to spend. While it might be nice to go, go and then go some more, your body and mind aren't cut out for that. So what can you do? First off, notice what's sapping your energy.

Distractions

Interruptions happen so often, they might feel like a normal part of your day. But did you know the typical office worker takes 25 minutes to get back on task after an interruption?¹ That's a lot of wasted time and energy.

You can boost your productivity by taking these steps:

- **Turn off your smart phone notifications.** All those buzzes and pings can do a number on your focus.
- **Check your email at designated times.** Constant email alerts draw your attention to the most recent message, rather than those that need your attention.
- **Reduce physical clutter.** Anything in your visual field can pull your focus.
- **Activate your "do not disturb."** Even if you can't physically close a door on your workspace, find a way to let staff know you need to work without interruption.

Negativity

Jim Rohn, entrepreneur, says, "You are the average of the five people you spend the most time with."² Try to avoid negative people. These are the folks who always have problems, but never solutions. It's always someone else's fault. And they seem stuck in their unhealthy habits.

Energy, positive or negative, can be contagious. And while hanging around a person with a negative attitude, their negativity can rub off on you. It can sap your energy, hurt your motivation and reduce your productivity. Instead, be sure to surround yourself with people who inspire you.

Sitting too much

The truth is, too many of us are chair warriors. We sit at our desks. We sit at the conference table. We sit in traffic. And then we end our days by sitting on the couch. It's counterintuitive, but all this sitting can make us feel exhausted. And you know where that leads? More sitting.

Your body wants to move. To beat fatigue and get an instant energy boost, pass on that extra cup of coffee. Instead, go for a walk, take the stairs or move your computer to a standing workstation.

It's easy to feel like you have too much to do and too little energy to do it. After all, you balance multiple demands. The phone rings. Your email pings. An employee has a problem. But when you notice what's draining your energy reserves, you can find a way to make the most of each day.

¹Sullivan, B. and Thompson, H. Brain, Interrupted. New York Times. May 3, 2013. Accessed June 2017.

²Goodreads. Jim Rohn quote.