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**Individual workday energy graph**

**Instructions:**

Please plot 3 separate graphs, using different colours for each of the following:

* average workday (colour 1)
* exciting workday (colour 2)
* exhausted workday (colour 3)

You may prefer to use different categories for your energy graph e.g.

* admin days, client days, meeting days or
* first week of month, middle period, month-end etc.

Look at the graph, study your low-energy periods and then take appropriate action to maximise those periods without reducing the effectiveness of high-energy periods.