Chapter Six Tip Sheet: Manage Your Capacity
How do I have enough energy to work productively?

1. Instead of being depressed because you can't perform at superhuman levels all the time, readjust your expectations to fit your energy levels, and stop running your "battery" dry.

2. If you spend a lot of time fixing your own mistakes, you may be working more hours than your body can handle. Do you need to cut back on your work schedule, or do you need to repair your energy habits—or both?

3. When you have no choice but to overwork yourself, try to do so in short bursts separated by longer periods of normal work—or rest. Otherwise, you'll soon hit the wall and your productivity will diminish sharply.

4. If you suffer from insomnia, try drinking a soothing herbal tea in the hour or so before bed, or consume some dairy products. Avoid caffeine and sugar after about 2 PM.

5. Watch what you drink, too. Stay hydrated, but limit your intake of coffee and colas. The caffeine causes a diuretic effect that can dehydrate you even more.

6. Join forces with an "exercise buddy" to help you stay on track, especially if you have trouble maintaining your exercise routine.

7. Consider joining a professional group, so you can surround yourself with others who know exactly what you have to deal with—and who may have some tips on how to handle those things successfully.

8. Consider mentoring someone new in your field. Not only will you get a natural high from helping someone, the teaching process tends to go both ways. You may just learn a thing or two from your mentee.

9. If you ever feel the urge to burst out laughing because everything's going so badly, share the joke with those around you, so they know you're not laughing at them.

10. While working on something, give it 110% of your energy and focus, so you don't undershoot the mark. That way, you won't have to waste time doing it over.