A PRACTICAL GUIDE

More Energy, Starting Today

Nine simple, research-backed ways to spend your energy wisely, keep it steady and recharge on purpose.



www.forwardstepsblog.com

Busy all day, still drained?
Step off the wheel.

More energy isn't about doing more. It's about spending it well and refilling it.



THE REALITY

23%

of full-time employees feel burned out at work very often or always. Another 44% feel it sometimes.

Gallup, 2018



WHERE DOWNTIME GOES

2.6 hrs

a day: how long Americans spend watching TV on average, about half of all their leisure time

US Bureau of Labor Statistics, 2026



THE GOOD NEWS

10 min

or shorter: breaks this brief gave a small but real lift in energy and eased fatigue, across 22 study groups

Albulescu et al., PLOS ONE, 2022



HOW THIS GUIDE WORKS

Three parts, nine moves

PART 1

1

Spend it wisely

Your drains, your values, your daily rhythm.

PART 2

2

Keep it steady

Check-ins, walking breaks and easy routines.

PART 3

3

Recharge on purpose

Downtime, nature and quiet time alone.



1



Spend it wisely

Put your energy where it matters most.



MOVE 1 · SPEND IT WISELY

Find your energy drains

5:00

Look honestly at your week. Which tasks, habits and conversations leave you wiped out? Decide what to keep, hand off or drop.

DRAIN		MY MOVE
Late emails	→	Batch them at 4
Weekly report	→	Hand it off
Group chat	→	Mute it

TRY IT TODAY

- ✓ List everything you did yesterday, big and small.
- ✓ Mark each one: lifts me, neutral or drains me.



MOVE 2 · SPEND IT WISELY

Match goals to your values

Write down what matters most to you, then check your goals against that list. Work that fits your values feels lighter and gives energy back.

INSTEAD OF

😩

Pouring hours into goals that don't mean much to you

→

TRY

💛

Spending your best energy on what you truly value

TRY IT TODAY

- ✓ Name your top five values on paper.
- ✓ Ask of each goal: which value does this serve?



MOVE 3 · SPEND IT WISELY

Mix hard and easy

Three tough tasks back to back can drain your tank by noon. Follow each hard task with an easy win to spread your energy across the day.

1. 🧗 Tackle one tough task
2. ✅ Cross off an easy win
3. 🔁 Repeat through the day

TRY IT TODAY

- ✓ Put one quick, easy task after every big one.
- ✓ Do your hardest task when you usually feel sharpest.



2

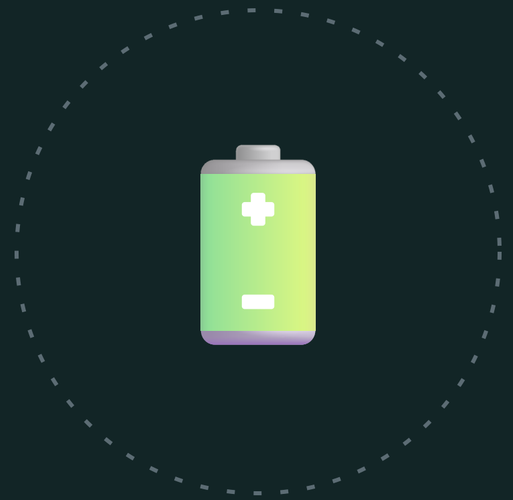
Keep it steady

Small fixes that head off the afternoon crash.



A glass of water

A small snack



A quick stretch

Some fresh air

Quick fixes that take a minute.

MOVE 4 · KEEP IT STEADY

Check in with yourself

Energy rarely vanishes all at once. Catch the first dip and fix it fast: a glass of water, a snack, a stretch or some fresh air.

TRY IT TODAY

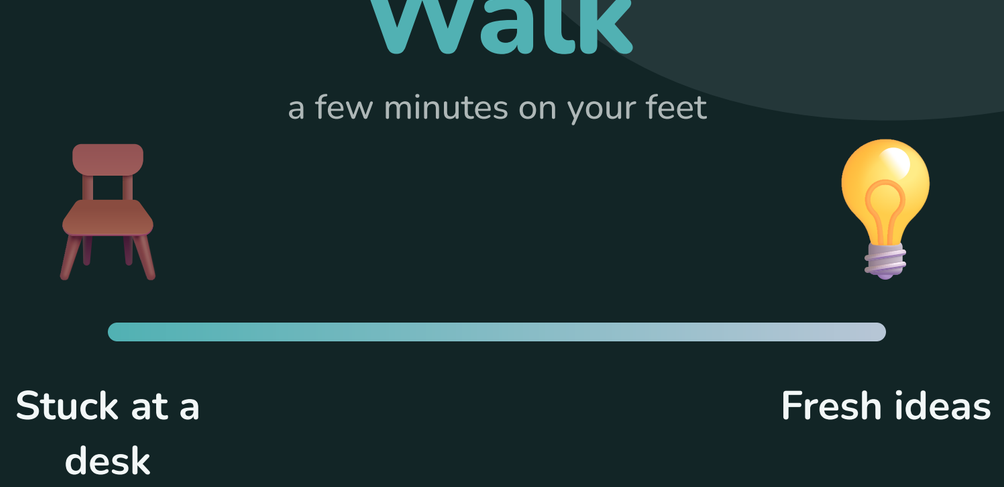
- ✓ Set a gentle reminder to check in every few hours.
- ✓ Ask yourself: what do I need right now?



MOVE 5 · KEEP IT STEADY

Take a walking break

When your brain feels foggy, get up and walk, even indoors. A few minutes on your feet can lift your mood and get ideas flowing again.



TRY IT TODAY

- ✓ Take phone calls or brainstorm while you walk.
- ✓ Swap one sitting break a day for a short stroll.



WHY IT WORKS

81%

of people in one study had more creative ideas walking than sitting, even on a treadmill facing a wall

Oppezzo & Schwartz, Stanford University, 2014



MOVE 6 · KEEP IT STEADY

Make mornings automatic

Hunting for keys, clothes and lunch burns energy before the day begins. A simple routine the night before saves your reserves for what matters.



Clothes laid out



Keys by the door



Lunch packed



Mug ready



Top 3 tasks

TRY IT TODAY

- ✓ Set out tomorrow's things before bed.
- ✓ Pick one messy part of your day to streamline.



3

Recharge on purpose

Rest isn't wasted time. Plan it in.



MOVE 7 · RECHARGE ON PURPOSE

Book downtime like a meeting

Block out rest in your calendar and protect it like any other appointment. Start with two 30-minute sessions this week.

30

minutes, twice a week

→



Booked in your calendar like a meeting.

TRY IT TODAY

- ✓ Say no to one low-priority request to make room.
- ✓ Pick rest that refills you: a book, music, a nap.



MOVE 8 · RECHARGE ON PURPOSE

Get outside more often

Time in parks, woods or by the water helps you feel more awake and alive. Step outside for a short dose of green every day you can.

MON	TUE	WED	THU	FRI	SAT	SUN
Park	Walk	Water	Park	Picnic	Hike	Garden

Short visits add up over the week.

TRY IT TODAY

- ✓ Walk a green route to the store or the bus.
- ✓ Eat lunch outside when the weather allows.



HOW LITTLE IT TAKES

20 min

a day outdoors in nature was enough to significantly boost people's vitality: feeling energized and alive

Ryan et al., University of Rochester, 2010



MOVE 9 · RECHARGE ON PURPOSE

Make room for quiet time

Set up a tech-free corner and spend time there alone. Jot down what gave you energy today, and let negative thoughts pass without obeying them.

TRY IT TODAY

- ✓ Try one partly screen-free day each week.
- ✓ Write it down: what gave me energy today?



Your tech-free recharge zone.



YOUR PLAN

Pick two to start today

- 🔍 List what drains your energy
- 🔁 Follow each hard task with an easy win
- 🚶 Take one walking break a day
- 📅 Book two 30-minute downtime blocks
- 🛋️ Set up a tech-free corner
- 💛 Write down your top five values
- 💧 Check in: water, snack, stretch
- 🌼 Prep tonight for an easy morning
- 🌳 Spend time outside this week
- 📓 Write down what gave you energy



BONUS

Your 7-day energy log

Print this page and fill it in each evening. Notice what fills you up and what drains you.

DAY	ENERGY (1-5)	WHAT DRAINED ME	WHAT RECHARGED ME	DOWNTIME TAKEN
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				



IMPORTANT

When to get extra support

- You feel exhausted most days, even after rest and good habits
- Low energy has lasted for weeks and gets in the way of daily life
- Tiredness comes with low mood or losing interest in things you enjoy
- Poor sleep keeps happening, night after night

Talk to your doctor. Ongoing tiredness can have many causes, and a check-up is a simple first step.

This guide is general information, not medical advice.



YOUR NEXT STEP

Start today with one small recharge.

Pick the move that feels easiest, put it in your calendar, and notice how you feel by the end of the week.

Choose your first move now



SOURCES

The research behind this guide

Wigert B, Agrawal S. Employee Burnout, Part 1: The 5 Main Causes. Gallup, 2018.

US Bureau of Labor Statistics. American Time Use Survey: 2025 Results. News release, June 2026.

Albulescu P et al. Give me a break! A systematic review and meta-analysis on the efficacy of micro-breaks. PLOS ONE, 2022.

Oppezzo M, Schwartz DL. Give your ideas some legs: The positive effect of walking on creative thinking. J Exp Psychol: Learning, Memory, and Cognition, 2014.

Ryan RM, Weinstein N et al. Vitalizing effects of being outdoors and in nature. Journal of Environmental Psychology, 2010.

