

## Energy Audit

Please check the statements below that are true for you.

### Body

-- I don't regularly get at least seven to eight hours of sleep, and I often wake up feeling tired.

-- I frequently skip breakfast, or I settle for something that isn't nutritious.

-- I don't spend the recommended time working out (meaning cardiovascular training at least three times a week and strength training at least once a week).

-- I don't take regular breaks during the day to truly renew and recharge, or I often eat lunch at my desk, if I eat it at all.

### Emotions

-- I frequently find myself feeling irritable, impatient, or anxious at work, especially when work is demanding.

-- I don't have enough time with my family and loved ones, and when I'm with them, I'm not always fully present.

-- I have too little time for the activities that I most deeply enjoy.

-- I don't stop frequently enough to express my appreciation to others or to savor my accomplishments and blessings.

### Mind

-- I have difficulty focusing on one thing at a time, and I am easily distracted during the day, especially by email.

-- I spend much of my day reacting to immediate crises and demands rather than focusing on activities with longer-term value and high leverage.

-- I don't take enough time for reflection, strategizing, and creative thinking.

-- I work in the evenings or on weekends, and I almost never take an email-free vacation.

Spirit

-- I don't spend enough time at work doing what I do best and enjoy most.

-- There are significant gaps between what I say is most important to me in my life and how I actually allocate my time and energy.

-- My decisions at work are more often influenced by external demands than by a strong, clear sense of my own purpose.

-- I have a hard time believing that my efforts are actually making a meaningful positive difference to others or to the world.

How is your overall energy?

Total number of statements checked: --

### **Guide to scores**

0 - 3: You are an energy management guru. Or perhaps you are on sabbatical :)

4 - 6: You are managing your energy reasonably well. Time for a tune up.

7 - 10: You may be on the road to burnout. Time to fill up your well.

11 - 16: You're in a full-fledged energy management crisis. Get help now!

### **What do you need to work on?**

Number of checks in each category:

Body --

Mind --

Emotions --

Spirit --

Adapted from:

Tony Schwartz and Catherine McCarthy, "Manage Your Energy, Not Your Time,"

*Harvard Business Review*,

<https://hbr.org/2007/10/manage-your-energy-not-your-time>



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