AUDITING
YOUR ENERGY



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Welcome to the“Auditing Your Energy” guide

In this document, we will get clear on where your energy is going and its impact on your performance, both personally and professionally. The end result will be total clarity for you on how to optimize your most precious resource – your energy – to be your best every day.



Section 1:



Why Energy?

Before we dive into the details,
let's first understand why managing your energy is crucial to being your best self. Take a moment to reflect on the consequences of showing up with less than your best energy in these areas of your life.

Questions for Reflection:

What are the consequences of less than your best energy professionally?



What are the consequences of less than your best energy personally?

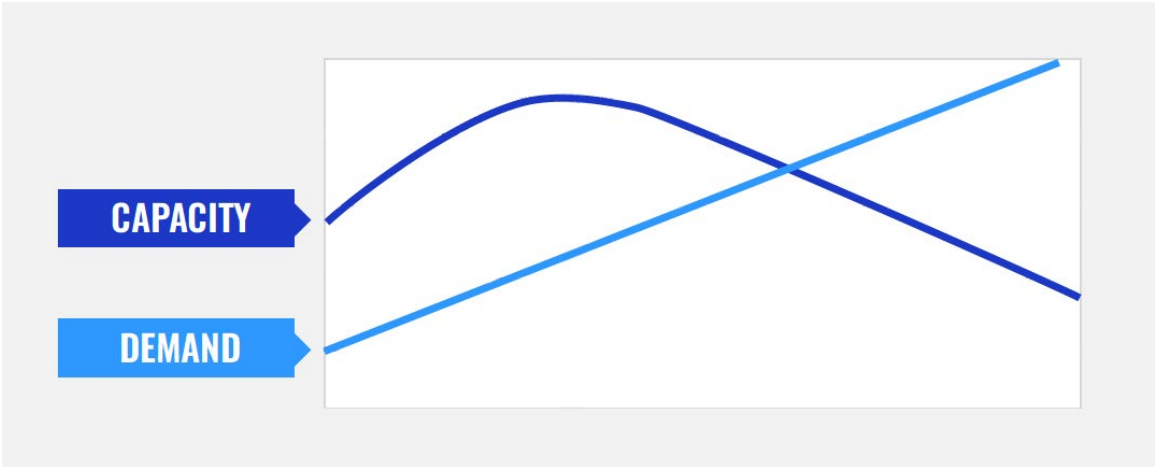


Section 2:



Capacity vs. Demand

In this section, we'll explore demand versus capacity and its impact on our performance.



This chart illustrates life for most people today. A consistent increase in demand and a point at which the demand is greater than ones capacity. When your demands exceed your capacity consistently and over time, you will eventually underperform and burnout

Questions for Reflection:

Take a moment to examine the capacity vs. demand graphic. Where do you currently fall on the curve?

Questions for Reflection Continued:

What do you compromise when your demands exceed capacity? Consider this question relative to areas in life like, your relationships, your mental clarity, your physical health, your emotional well-being and your spiritual life.



Section 3:



Time vs. Energy

Time and energy are valuable resources, but they work differently. Let’s discuss why energy is critical to a better life experience and its relationship with our time.

Questions for Reflection:

What could be a positive outcome of better managing the energy you bring to your time?



Section 4:



The Energy Audit

On the next page, you'll see The Energy Audit. This chart helps us identify our Energizers, our Drainers, and the Neutral activities that don't really do either. Take a few minutes to fill out the chart with your own examples for both personal and professional life.

	What increases your energy and is meaningful to you?	What doesn't increase or decrease your energy, but you have to get it done?	What decreases your energy?
PERSONAL			
WORK			
	Maximize your Energizers	Be more efficient with everything in between	Eliminate or manage your Drainers

Questions for Reflection:

Which was the easiest to fill out? Which was the most difficult? Why?



Which color do you spend the most time in each day? What's the impact of that?



How could your performance be impacted if you had more "green" in your day?



Section 5:



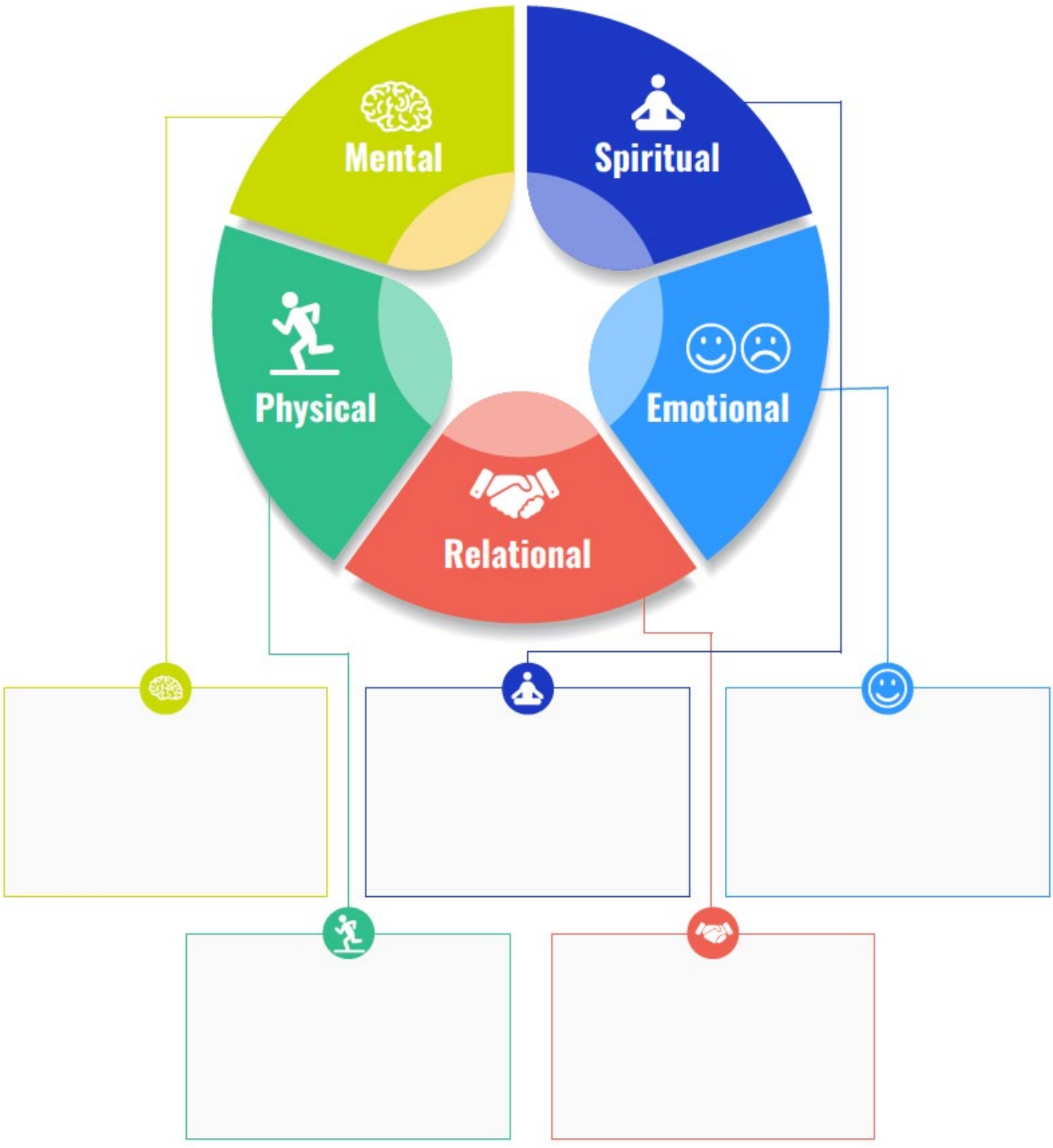
5 Energy Dimensions

Energy isn’t just physical; it has five dimensions. Understanding these dimensions will help you manage your energy holistically.

5 Energy Dimensions

What increases your energy and is meaningful to you in these 5 dimensions?

Take a moment and fill them out in the boxes below.

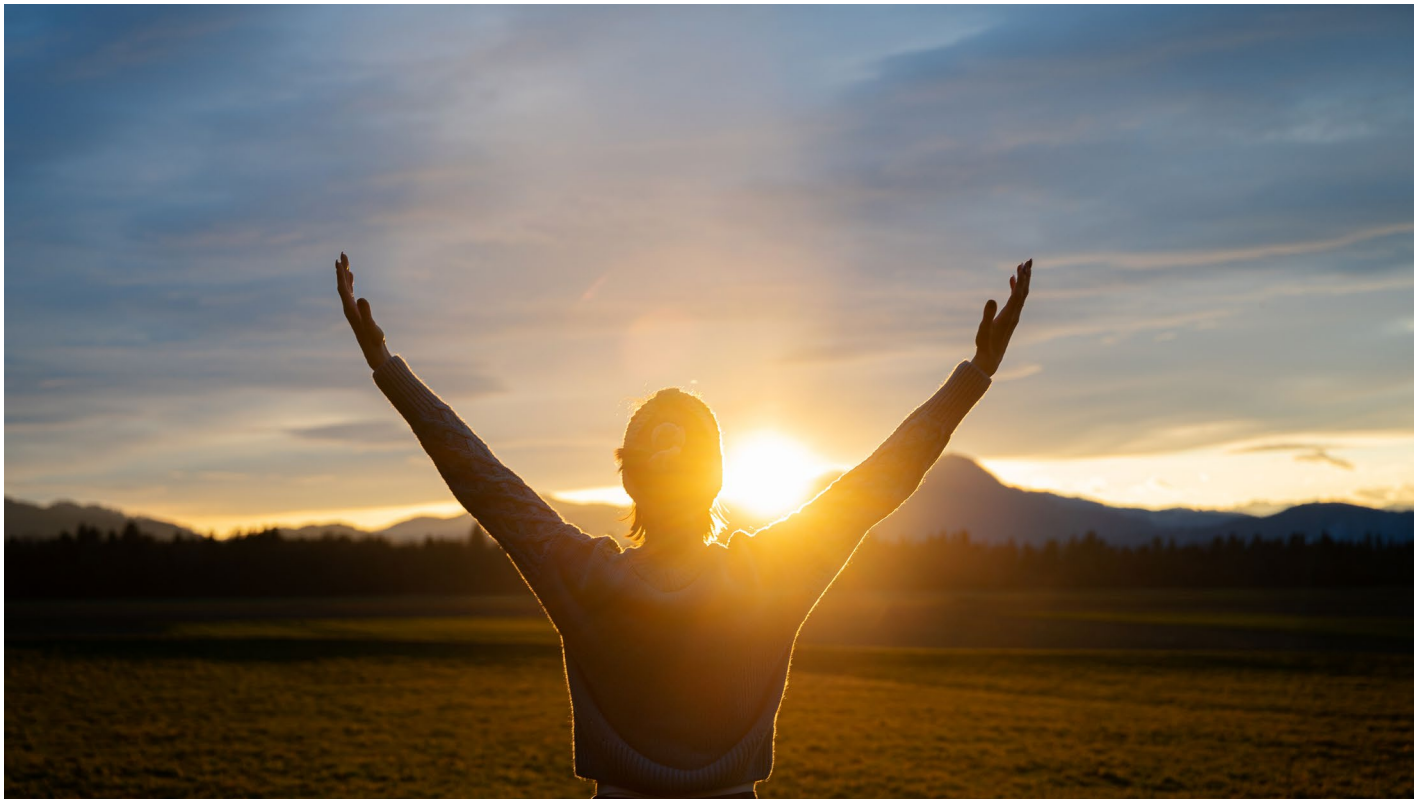


Questions for Reflection:

What are some of your favorite 1-minute, 5-minute, and 15-minute recovery ideas?

MINUTES		

Section 6:



Alignment Audit

On the next page you'll find our alignment audit. You can train yourself to unlock your energy by aligning your energy with what matters most. Take a few minutes to fill out the chart below with the 5 most important things in your life and how much time and energy you have invested in each.

What's Important?

ON A SCALE OF 1-10...

Write down the five most important things, people, values, etc in your life.	How important each is to you?	How much time, attention, and energy you have invested in each?	Calculate the difference.
1.			>
2.			>
3.			>
4.			>
5.			>

Alignment Audit

Complete the audit by checking the boxes that are true for you. Take note of areas of opportunity.

> SPIRITUAL

- ☐ I do what I say I will do
- ☐ I have the courage of my convictions
- ☐ I put myself on the line for what I believe
- ☐ I make value-based vs. expedient decisions
- ☐ My actions often reflect core values vs. external pressure
- ☐ I have passion in certain areas of my life
- ☐ I am fully committed to things and people that are important to me

> PHYSICAL

- ☐ I get up more at least every 60 to 90 minutes
- ☐ I exercise at least three days a week
- ☐ I include aerobic, resistance, and flexibility in my exercise routine
- ☐ I consume a small meal or snack every 3 to 4 hours throughout the day
- ☐ 80% of the foods I consume are foods that support my body's physiological needs
- ☐ I adequately hydrate throughout the day
- ☐ I get 7 to 9 quality hours of sleep most nights

> RELATIONAL

- ☐ I am strongly connected to those around me
- ☐ I consider other's needs above/ahead of my own
- ☐ I am aware of my affect on others
- ☐ I am not judgmental
- ☐ I am a good team player
- ☐ I praise or support others often

> MENTAL

- ☐ I am fully present here and now
- ☐ I rarely multitask
- ☐ I don't get inappropriately focused on the past or the future
- ☐ I am not easily distracted
- ☐ I have a sense of fun or enjoyment day to day
- ☐ I show curiosity about things
- ☐ I am decisive
- ☐ I don't exaggerate or distort the facts
- ☐ I rarely, if ever, late for meetings and obligations
- ☐ I am rarely/never absentminded

> EMOTIONAL

- ☐ I am not threatened by change
- ☐ I recover very quickly emotionally
- ☐ I rarely overreact emotionally
- ☐ I am not defensive
- ☐ I am typically calm under fire
- ☐ I am rarely negative or pessimistic
- ☐ I rarely, if ever, seek praise
- ☐ I am willing to take risks
- ☐ I am self-confident/secure
- ☐ I am patient
- ☐ I am compassionate
- ☐ My mood is generally steady/stable

Questions for Reflection:

Which area did you have the least number of checks, thus the greatest area of opportunity to train for greater alignment to maximize your energy in that area?



What are some specific ways you could begin to address that?



What ideas do others in the group have for how you could approach that?

Any other insight?



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