

ENERGY MANAGEMENT CHECKLIST (WORKPLACE)

Please tick the statements below that are (generally) 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 exercise enough (meaning cardiovascular activity 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 really with them.

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 savour 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 e-mails or other technological interruptions.

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 after hours (i.e., longer hours, in the evenings, or on weekends), and I almost never take an e-mail-free vacation.

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Spirit (meaning and purpose)

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 don't invest enough time and energy in making a positive difference to myself, others, or to the world.

How is your overall energy?

Total number of statements checked:

Guide to scores

0–3: Excellent energy management skills

4–6: Reasonable energy management skills

7–10: Significant energy management deficits

11–16: An energy management crisis

What do you need to work on?

Number of checks in each category:

Body

Mind

Emotions

Spirit

Guide to category scores

0: Excellent energy management skills

1: Strong energy management skills

2: Significant deficits

3: Poor energy management skills

4: An energy management crisis