

Energy Audit

Please check the statements below that are TRUE for you². Apply a 'black and white' approach — if you have any doubts about how true it is for you, leave it blank.

Mind

- I am good at focusing on one thing at a time, and am rarely distracted by e-mail, texts, or social media.
- I spend most of my day on activities with long-term value that I'm passionate about rather than immediate demands or a long list of to do items.
- I rarely ever work in the evenings or on weekends unless I choose to for the joy of it, and I take regular work and email-free vacations.
- I never "should" on myself.³
- I can turn off my thoughts when I want to sleep or focus on something important to me.

Body

- I get enough sleep, and I rarely ever wake up feeling tired.
- I never skip breakfast or lunch, and I rarely ever eat on the go or at my desk while working.
- I drink enough water and eat a balanced diet with fresh, healthy meals that taste good.
- I get enough exercise to feel healthy and strong (generally at least three times a week).
- I take regular breaks throughout the day to renew and recharge.

Soul

- I maintain a great balance between work, play, connection, and spirituality.
- I am passionate about what I do for my work, and it fills me with purpose.
- I have enough time for deep reflection, for nourishing my spirit (through prayer, meditation, communing with nature, etc.) , and for creative thinking.
- I frequently express my appreciation to others or to savor my accomplishments and blessings.
- I listen and respond to my emotions and gut feelings, rather than ignoring or suppressing them.

² Adapted from Schwartz & McCarthy (2007). *Manage Your Energy, Not Your Time*. Harvard Business Review. 85:63-6, 68, 70-3, 164

³ Is there a voice in your head telling you what you "should" be doing? "You should finish that book you started. You should declutter. You should lean in. You should spend more time with your kids. You should lose weight. You should stay on top of your email." Often, that voice leaves you feeling boxed in, like you have no choice. Other times that voice leaves you feeling like you aren't good enough because so many "shoulds" are left undone. Stop "shoulding" on yourself!



Environment

- I am happy with the spaces where I spend most of my time — my home, my yard, and my work/office space.
- The spaces where I spend most of my time are generally clean and tidy.
- I surround myself with things that I love and that make me happy.
- I don't acquire clutter or shop to relieve stress.
- I am happy with my mode(s) of transportation.

Connection

- My family, friends, and intimate relationships make my life feel full and complete.
- I have enough time with family and loved ones, and when I'm with them, I'm fully present.
- I rarely compare myself to others, or worry about what others think of me.
- I resolve conflicts with others easily whenever they come up.
- When things are really difficult for me, I ask for help and reach out to the people who care about me.

Great job! How is your overall energy? Total number of statements checked: _____

Guide to scores

- 19-25: Excellent energy management skills
- 13-18: Reasonable energy management skills
- 7-12: Significant deficits in energy management
- 0-6: A red-alert energy management crisis

Don't beat yourself up if you have a lot of room to grow. You're in good company. In a survey of hundreds of managers from a dozen major international companies⁴, "fully 90% of managers squander their time in all sorts of ineffective activities." I started at a 9. It's taken me many years and a lot of trial and error to get to a 22.

⁴ Bruch & Ghoshal (2002). Beware the busy manager. Harvard Business Review. 80:62-69

