

## Energy Checklist

### PURPOSE

This checklist will give you meaningful insight into your current energetic state, as well as where any energy deficits might be lurking.

### OUTCOMES

You will see whether you are **managing your energy well** or whether you could be heading for a dip. You will get guidance around which areas of your life to look more closely at in order to improve your energy levels and **avoid an energy crisis**.

### Why is managing your energy so important?

- When we manage our energy levels effectively, we can optimise our productivity and focus on the tasks at hand. This means we can get more done in less time, which can lead to better results and less stress in the long run.
- Managing our energy can also increase our motivation and engagement with our work. When we feel energized and healthy, we're more likely to approach our work with a positive attitude and a sense of purpose.
- Managing our energy is crucial for preventing burnout. When we push ourselves too hard and neglect our physical and mental health, we can quickly become exhausted and overwhelmed.
- And finally, our energy is a powerful force that can have a profound impact on those around us. When we exude positive energy, we can inspire and uplift those in our presence. Conversely, when we are negative or drained, we can bring down the mood of those around us. Our energy can also affect our relationships, as it can influence our ability to connect and communicate effectively with others.
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## The Checklist

### 1. 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 work out enough (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

### 2. 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

### 3. Mind

- I have difficulty focusing on one thing at a time, and I am easily distracted during the day, especially by e-mail
- 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, strategising, and creative thinking
- I work in the evenings or on weekends, and I almost never take an e-mail-free holiday

### 4. 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 don't invest enough time and energy in making a positive difference to others or to the planet

## How is your overall energy?

Total number of statements ticked:

0 - 3	Excellent energy management skills
4 - 6	Reasonable energy management skills
7 - 10	Energy management deficits
11 - 16	You may be approaching an energy crisis

## What areas do you need to work on most?

Total number of statements ticked for each area:

Body		A score of 2 or more in any category suggests a significant energy deficit in the area. A score of 4 in any area suggests immediate focus is required.
Mind		
Emotions		
Spirit		

*Credit for the checklist: Tony Schwartz and Catherine McCarthy*