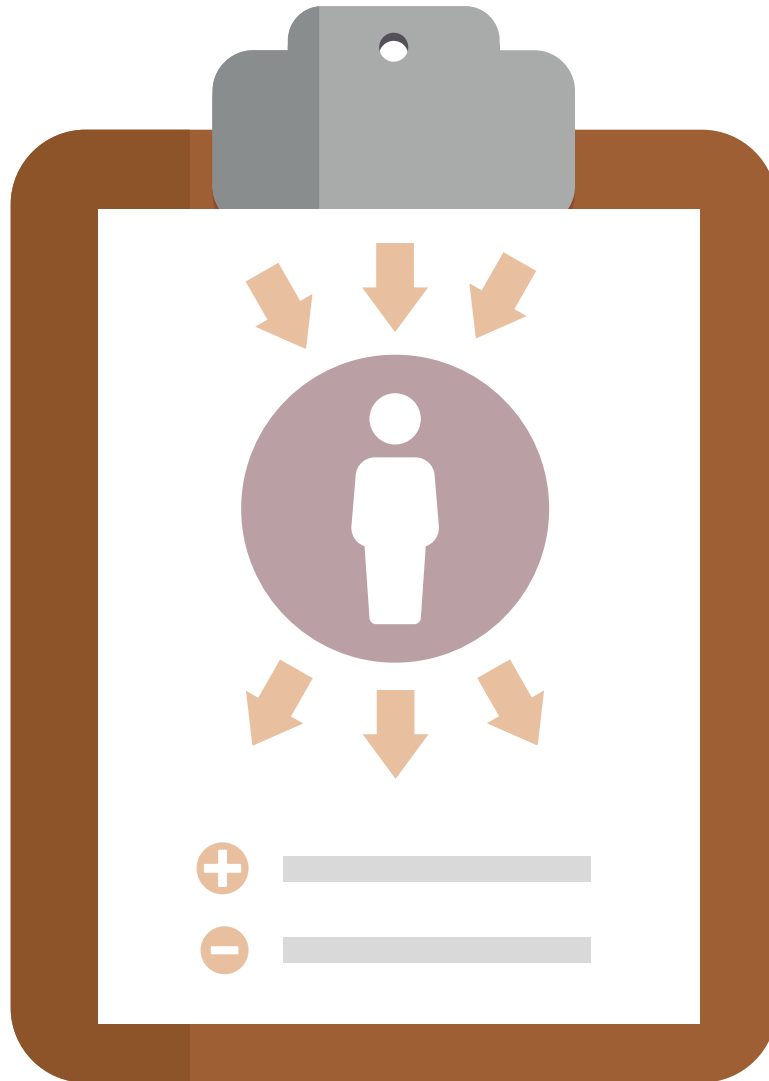


ENERGY AUDIT & DASHBOARD



The energy audit and dashboard helps to assess the main energy inflows and outflows in your life to determine which activities and tasks are energy "Drains" vs "Gains".

PART 1: To begin this exercise, pay attention to your daily energy inflows and outflows over the course of a week (your audit period). During the audit period, remind yourself first thing in the morning and throughout the day to pay attention to your energy and the circumstances surrounding your energy level. Perhaps leave a sticky note on the bathroom mirror, and another around your daily workspace. You want to focus on what gives you energy and what depletes it. At the end of each day, use the chart on Page 2 to complete an end-of-day review and comment on your observations.

Day 1 Review Comments:

Day 2 Review Comments:

Day 3 Review Comments:

Day 4 Review Comments:

Day 5 Review Comments:

Day 6 Review Comments:

Day 7 Review Comments:

PART 2:



At the end of the audit period, review your notes and use the steps below to complete your energy dashboard (Pages 7 & 8). The dashboard will help assess which tasks/activities are energy "Drains" versus "Gains". Be mindful of all four personal energy categories: *Physical, Emotional, Mental and Spiritual*.

1. Make a list of all the things that require energy: The big-ticket items will probably come easily. To help think of the others, scan through a typical day and consider if each activity leaves you more or less energized than before. Pay special attention to your "plugged-in" activities such as tv and social media. We think of these as restorative, but are they really? *Consider: Are you spending energy thinking about a loss in your life? Giving energy to a toxic person? Delivering energy to something or someone where there is nothing to show for it?* Be honest with yourself. After all, you have to recognize it before you can change it.

2. Next, make a list of all the things that provide energy, : To help you think of ideas, reflect back on a day when you felt especially energized or contemplate what you would do with a full day by yourself. Add things to the list even if you're not currently utilizing them. *Pay attention to the relationships between different kinds of energy.* You may find that something like a walk leaves you energized even though it requires the burning of calories.

3. Link each activity/task to one of your core values identified in the Values/ Virtues/ Purpose/ Vision Statement worksheet.

4. Classify each activity under the 4 energy categories (Physical, Emotional, Mental and Spiritual).

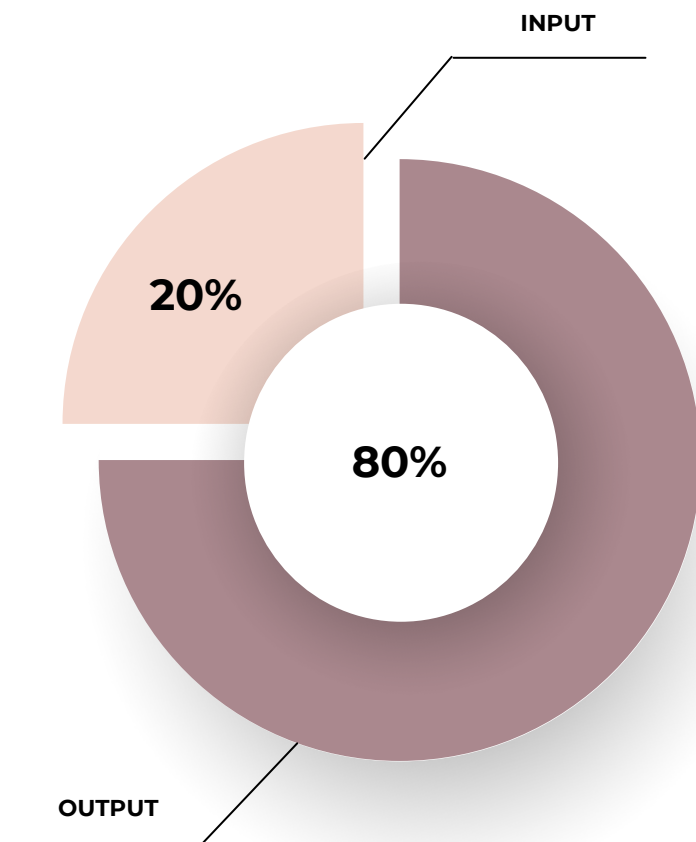
QUESTIONS TO ASK YOURSELF:

- What leaves me feeling competent?
- What feels fulfilling?
- What leaves me feeling joyful?
- What is fun?
- What leaves me feeling energized?
- What leaves me feeling confident?
- What leaves me feeling more grounded?
- What leaves me feeling good about myself?
- What leaves me feeling drained?
- What depletes my energy?
- What leaves me feeling ungrounded and frayed?
- What saps my confidence?
- What leaves me feeling incompetent?
- What leaves me feeling sad/ angry/ irritated/ bored/etc.?

EXAMPLES:

- Which 20% of activities are causing 80% of your wellbeing?
- Which 20% of my friends are contributing to 80% of your leisure?
- Which 20% of the food you eat make you feel good?
- What are the 20% of the clothes you wear 80% of the time?
- Which 20% of activities are causing 80% of your stresses?
- Which 20% of my friends are contributing to 80% of your issues?
- Which 20% of work activities are causing 80% of your work results?
- Which 20% of your beliefs are responsible for 80% of your tribulations?
- Which 20% of your skills and qualities are responsible for 80% of your success?
- What are the 20% of behaviors that cause 80% of the problems in your relationships?

The Pareto Principle (80/20 Rule) states that 80% of your output comes from only 20% of your input. The key is to pinpoint the 20%-ish of things you do, say, eat, feel and buy that account for the vast majority of your energy output. *Consider the Pareto Principle and score the energy impact of each gain or drain on a scale of 1-10 (1= low impact, 10= high impact).*



Input	Output			
Activity/ Task	Gain or Drain	Score (1 - 10)	Corresponding Value	Type of Energy

Input	Output			
Activity/ Task	Gain or Drain	Score (1 - 10)	Corresponding Value	Type of Energy

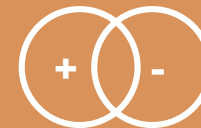
PART 3: The advantage of breaking down activities/tasks into Gains and Drains is that it allows you to approach them specifically and strategically moving forward. Analyzing your Gains and Drains offers insight into which people are affirming your beliefs and aspirations, what to focus on at work to make yourself more productive, and which of your skills and qualities are contributing the most to your success.

THINGS TO CONSIDER:

Aside from a better understanding of your energy Gains and Drains, the goal of this exercise is to start shifting the balance towards what energizes you, and away from what drains you. You'll probably notice that some of this happens automatically. As you see how certain activities/tasks effect you, you may automatically gravitate towards energy-enhancing choices.



Pay attention to overlapping items- activities/tasks that both require and provide energy. These are key because they can sometimes result in a close-to-zero-sum game.



Additionally, be mindful of the "Starbucks Effect." Just like frequent small purchases will eventually add up, spending small amounts of energy on draining activities adds up, too.

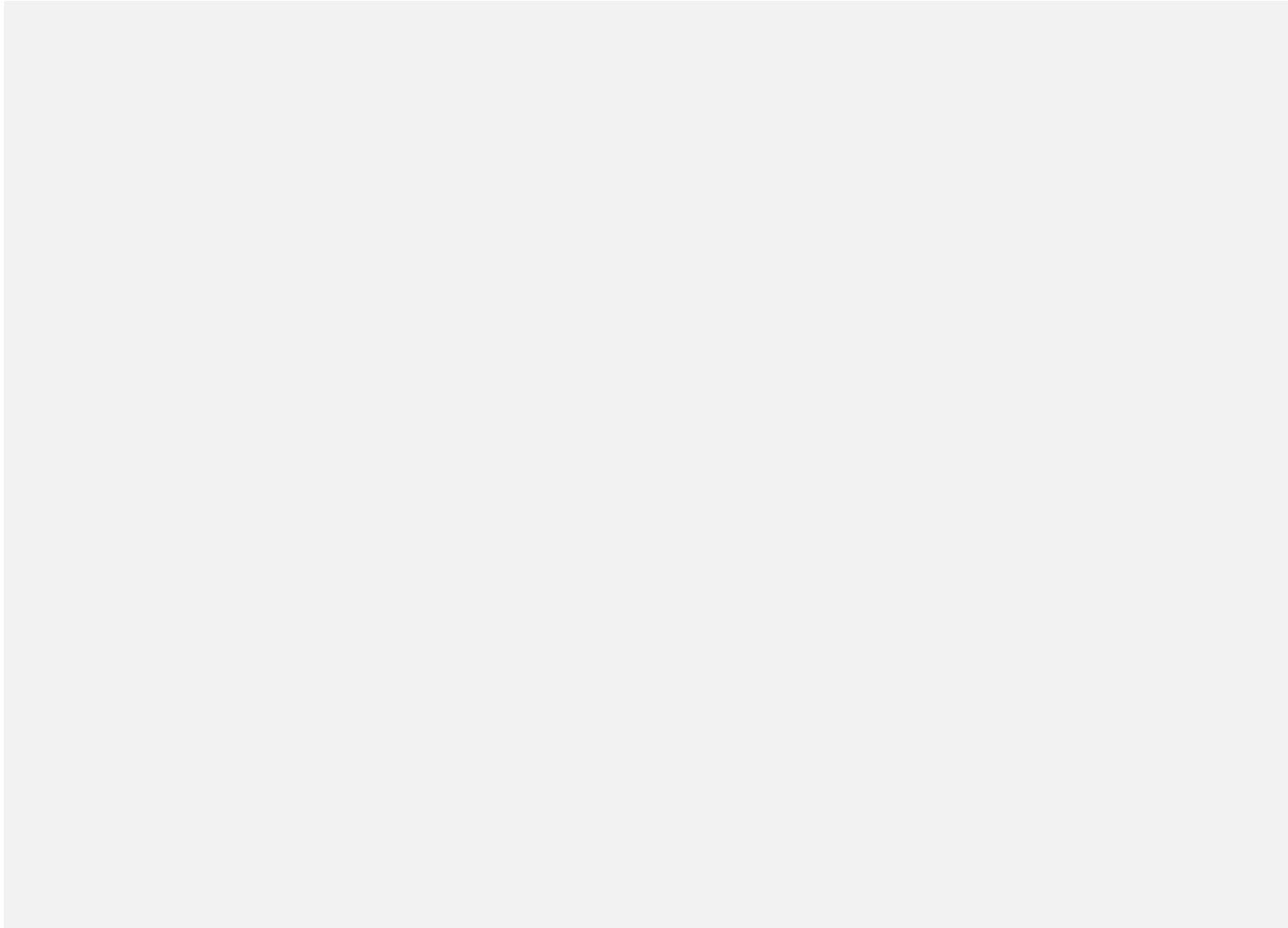


Energy Drains:

How do the Drain activities match against your core values? Do you notice cognitive dissonance and discrepancies? Make a note of these.

Which type of energy (physical/emotional/mental/spiritual) appears to have the most Drain?

Identify the main barriers to your our overall energy:



Energy Gains:

How do the Gain activities match against your core values? Do you notice cognitive dissonance and discrepancies? Does the data suggest additional core values? Make a note of these.

Which type of energy (physical/emotional/mental/spiritual) appears to have the most Gain?

Using this concept, can you identify the “key” inputs that energize you?

