



Energy Management Audit

Resilience

Assessment

10-15 min

Client

No

The popularity of time management tools and resources is a crucial indicator of our keen desire to try and balance the competing demands that face most individuals today. Yet, time is a finite resource that cannot be expanded. A recent large-scale Gallup poll demonstrated the effect of balancing the competing demands on the workforce, with 23% of employees reporting feeling burned out very often; and a further 44% reporting feeling burned out sometimes (Gallup, 2018). Employee burnout can trigger a downward spiral of both employee and organizational performance and also has a key influence on employees' family life. A counterpoint perspective that is gaining increasing traction focuses on learning how to manage energy, which is defined as the strength and vitality that develops our capacity for doing work. Energy is a renewable resource that can significantly enhance the efficacy of the time we invest. This is a fundamental paradigm shift from a focus on efficiency to efficacy.

To continue to operate at our best, it is important to understand where we gain energy from and what we can do to refuel. Our energy sources are closely connected to our basic human needs that cover mind, body, emotions, and spirit. These interact together to influence one another; therefore, no one source is enough on its own. Physical energy is derived from how well we fuel our body, including nutrition, exercise, rest, and sleep. When we can manage our emotions, and thus develop psychological flexibility, we can enhance the quality of our emotional energy and subsequent performance. Mental energy can be honed by learning how to develop attentional focus, a key strategy to counteract the growing influence of distractions so prevalent in today's work and social environments. Finally, we can tap into the wellspring of spiritual energy when our activities are aligned with our values and develop a sense of meaning and purpose.

This audit is designed to provide insights into an individual's energy strengths and deficits, building awareness of their effects on their daily functioning. This can then be leveraged in designing an ongoing program to enhance wellbeing and performance.



Author

This tool was adapted from Tony Schwartz and Catherine McCarthy's work by Rachel Colla.



Goal

The goal of this tool is to enable clients to assess their current energy levels in 4 domains: physical, mental, emotional, and spiritual.



Advice

- This tool may be paired with the Energy Audit tool to track varying energy levels throughout the day and develop further insights into the key activities that fuel the client's energy levels.
- Please note that although this questionnaire is not directly tested in research, the fundamentals of the model are based on research.



Scoring

To determine your overall energy rating, add together all checked statements:

Guide to scores:

0-3: Excellent energy management skills

4-6: Reasonable energy management skills

7-10: Significant energy management deficits

11-16: A full-fledged energy management crisis

To determine what you need to work on, add together checkmarks for each category:

Body:

Emotions:

Mind:

Spirit:



References

- Gallup (2018). *Employee burnout, Part 1: The five main causes*. <https://www.gallup.com/workplace/237059/employee-burnout-part-main-causes.aspx>
- Hobfoll, S.E. (2002). Social and psychological resources and adaptation. *Review of General Psychology*, 6(4), 307-324.
- Schwartz, T. & McCarthy, C. (2007). *Manage your energy, not your time*. Harvard Business Review. <https://hbr.org/2007/10/manage-your-energy-not-your-time>



Energy Management Audit

Instructions

Checkmark all statements that represent your usual daily actions.

Body

I frequently skip breakfast, or I settle for something that isn't nutritious.

I often wake up feeling tired and rarely get at least seven to eight hours of sleep.

I don't take regular breaks during the day to renew and recharge, e.g., I often eat lunch at my desk, if I eat it at all.

I could work out more often (i.e., I do less than three cardiovascular exercise sessions per week and strength training at least once a week).

Emotions

I don't feel like I have enough time with my family and loved ones. When I'm with them, I often feel like my thoughts are distracted on other things, such as work.

I could express my appreciation to others and/or savor my accomplishments and blessings more frequently.

I often find myself feeling irritable, impatient, or stressed at work, especially when work is demanding.

I have too little time for the activities that I genuinely enjoy.

Mind

I regularly work in the evenings or on weekends, and I rarely take an e-mail-free holiday.

I have difficulty focusing on one thing at a time, and I am easily distracted during the day, e.g., by e-mail.

I don't take enough time for strategizing, reflection, and creative thinking.

I spend much of my day reacting to immediate demands and crises, rather than focusing on activities with longer-term value.



Spirit

My decisions at work are more often influenced by external demands than by a strong, clear sense of my purpose.

I don't invest as much time and energy as I would like to make a positive difference in other peoples' lives or the world.

There are significant gaps between what I hold to be most important in my life and how I allocate my time and energy.

I don't spend enough time at work doing what I do best and enjoy the most.