

Energy Management Audit

Assessment 10-15 min. Client

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The prevalence of time management tools and resources is a key indicator of our keen desire to try and balance the competing demands that face most individuals today; and yet time is a finite resource that cannot be expanded. A recent large-scale Gallup poll demonstrated the impact this is having in 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 notably also has a key influence on employees' family life. A counterpoint perspective that is gaining increasing traction is 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 do invest. This is a fundamental paradigm shift from a focus on efficiency to instead focusing on efficacy.

In order to continue to operate at our best, it is important to understand where we gain energy from and what we can do to re-fuel. 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 and thus no one source is sufficient on its own. Physical energy is derived from how well we fuel our body, including nutrition, exercise, rest and sleep. When we are able to manage our emotions, developing 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 common 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 help to 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 the impact this is having on their day to day efficacy. 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 (merakai.com.au).



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 how your overall energy rating is, total the 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: A full-fledged energy management crisis

To determine what you need to work on, calculate the number of checks in each category: Body:

Emotions

: Mind:

Spirit:



Suggested Readings

Schwartz, T. & McCarthy, C. (2007). *Manage your energy, not your time*. Harvard Business Review. Retrieved from <https://hbr.org/2007/10/manage-your-energy-not-your-time>

Hofoll, S.E. (2002). Social and psychological resources and adaptation. *Review of General Psychology*, 6(4), 307-324.

Gallup (2018). *Employee burnout, Part 1: The five main causes*. Retrieved from: <https://>



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Instructions

Check any of the 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, eg. I often eat lunch at my desk, if I eat it at all.
- I could work out more often (ie. 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 own 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 deeply enjoy.

Mind

- I regularly work in the evenings or on weekends, and I almost never take an e-mail-free holiday.
- I have difficulty focusing on one thing at a time, and I am easily distracted during the day, eg. 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 own purpose.
- I don't invest as much time and energy as I would like to into making a positive difference to others or to the world.
- There are significant gaps between what I hold to be most important in my life and how I actually allocate my time and energy.
- I don't spend enough time at work doing what I do best and enjoy most