

# Energy Audit

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Instructions

## Step 1: Track your energy levels

In this exercise, you will track your energy levels throughout an entire day. In the “Track Your Energy” log provided, take note of your level of energy and what you are doing at hourly intervals from 7 am until 10 pm. Use the following scale to measure your energy levels:

**1-2: Very low   3-4: Low   5-6: Neutral   7-8: High   9-10: Very high**

	Activity	Energy Level – 1-10
7a		
8a		
9a		
10a		
11a		
12n		
1p		
2p		
3p		
4p		
5p		
6p		
7p		
8p		
9p		
10p		



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## Step 2: Plot your daily energy levels

In the graph below, plot your hourly energy levels by placing a dot in the appropriate energy rating at each time point. Then, connect the dots to see how your energy ebbs and flows throughout the day.

**Example:** In this example you can see the need for coffee and food to stimulate energy and the roller coaster it sets up.

10									
9									
8					* After eating				
7							* coffee		
6		*							
5			*						
4				*				*	
3	* need coffee					* crash			
2									*
1									
<b>Energy</b>	7a	9	10	11	12n	2p	4p	6p	8p

Plot your energy

10									
9									
8									
7									
6									
5									
4									
3									
2									
1									
<b>Energy</b>	7a	9	10	11	12n	2p	4p	6p	8p



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## Step 3: Evaluate patterns in energy levels

When during the day was your energy high?

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When during the day was your energy low?

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What did you observe about the activities associated with high energy? (interactions with people, meetings, etc.)

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What patterns can you observe about activities linked with low energy?

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## Step 4: Replenish energy resources

Regarding those times in the day when you experience low energy, what could you do differently to replenish and/or boost your energy levels? For example, if you experience low energy at around 3 pm when you're at your computer at work, you could use the Attention Reboot, drink some water or do some physical activity like jumping jacks. Going for caffeine or sugar will be counterproductive.

Remember that energy can be managed physically (by building stamina), mentally (by cultivating focus and attention), emotionally (by cultivating excitement and connection), and spiritually (by cultivating centeredness and presence).

Use this chart to write out what you will do to boost your energy.

Activities that DRAIN my energy	Activities that BOOST my energy

