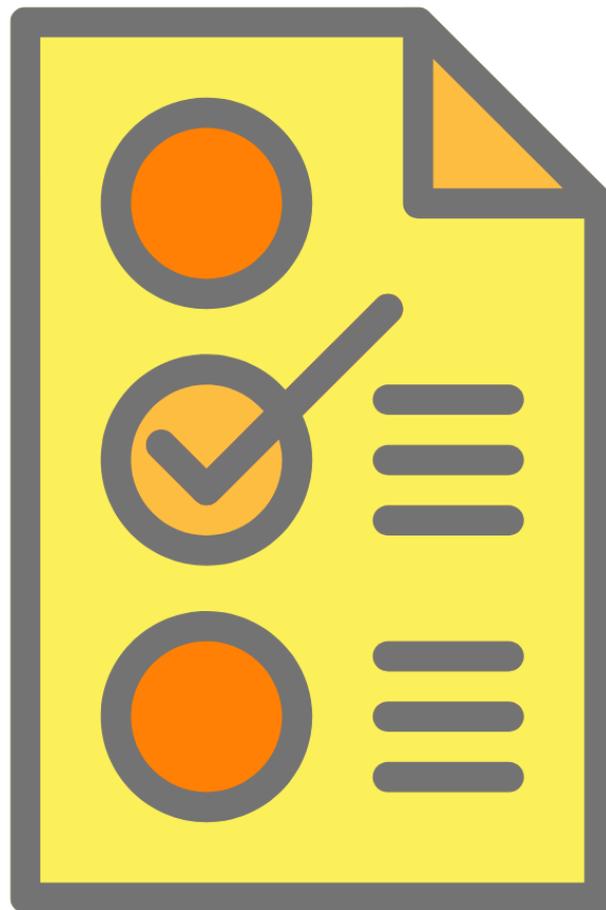


ENERGY AUDIT

WHERE ARE YOU LEAKING ENERGY



Energy Audit

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		



Energy Audit

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									
Energy	7a	9	10	11	12n	2p	4p	6p	8p

Plot your energy

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



Energy Audit

Step 3: Evaluate patterns in energy levels

When during the day was your energy high?

When during the day was your energy low?

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

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



Energy Audit

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



Energy Audit

Message from Dr. Cynthia Howard

Thank you for your purchase of this resource from the Work Smart Club! We are one of your biggest fans and want you to succeed!

We are committed to helping those leaders and professionals who want to move further ahead than they thought possible.

Now that you have this resource, you are part of the Club, your center for Work and Well-being.

Our mission is to transform the workplace through inspired and innovative leadership; we help you succeed and together, we achieve an amazing goal.

We love to know how this resource impacted you and what we can do to improve, I want to hear from you. Please tell us what you think:

- What insights did you get from this resource?
- Will you be changing how you do something? If so, in what way?
- Would you recommend this resource to others?
- Was something confusing or lacking in this resource?

Please email me at contact@worksmart.club.

Stay energized!

Dr. Cynthia Howard

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