

Energy Audit

Manage your energy, not just your time

Time is fixed, but energy is renewable. Jim Loehr and Tony Schwartz, in *The Power of Full Engagement* (2003), studied performance in elite sport and then in business, and argued that sustained high performance depends on managing energy across four dimensions: physical, emotional, mental and a sense of purpose. Athletes build recovery into their training. Most professionals do not.

IF SOMEONE NEEDS HELP NOW

If there is an immediate risk to life, call **999**. Samaritans are available free, 24 hours a day, on **116 123**. In England, NHS 111 (option 2) connects to an urgent mental health service.

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Score your four energies

Over the last two weeks, how true is each statement?

0 = not true, 1 = a little, 2 = mostly, 3 = completely true

	0	1	2	3
Physical: I get enough sleep to feel rested	☐	☐	☐	☐
Physical: I take breaks and move during the working day	☐	☐	☐	☐
Emotional: I feel more positive than negative at work	☐	☐	☐	☐
Emotional: I have people I can be myself with	☐	☐	☐	☐
Mental: I can focus on one thing without constant interruption	☐	☐	☐	☐
Mental: I switch off from work at the end of the day	☐	☐	☐	☐
Purpose: I spend time on work that feels meaningful	☐	☐	☐	☐
Purpose: what I do day to day reflects what matters to me	☐	☐	☐	☐

The lowest-scoring dimension is usually the one draining the others.

Drains and gains

	WHAT DRAINS THIS ENERGY	WHAT RESTORES IT
Physical		
Emotional		
Mental		
Purpose		

Build in recovery

Small, regular rituals work better than occasional big efforts. Examples: a ten-minute walk after lunch, no email for the first hour, a set finish time twice a week, a five-minute reset between meetings.

RITUAL	WHEN	WHICH ENERGY IT PROTECTS