Manage Your Energy, Not Your Time Assessment

Body

☒ I don’t regularly get at least seven or eight hours of sleep, and I often wake up feeling tired.
☒ I frequently skip breakfast, or I settle for something that isn’t nutritious.
☒ I don’t work out enough (meaning cardiovascular training at least three times a week and strength training at least once a week).
☒ I don’t take regular breaks during the day to truly renew and recharge, or I often eat lunch at my desk, if I eat at all.

Emotions

☒ I frequently find myself feeling irritable, or anxious at work, especially when work is demanding.
☒ I don’t have enough time with my family and loved ones, and who I’m with them, I’m not always really with them.
☒ I have too little time for the activities that I most deeply enjoy.
☒ I don’t stop frequently enough to express my appreciation to others or to savor my accomplishments and blessings.

Mind

☒ I have difficulty focusing on one thing at a time, and I am easily distracted during the day, especially by e-mail.
☒ I spend much of my day reacting to immediate crises and demands rather than focusing on activities with longer-term value and high leverage.
☒ I don’t take enough time for reflection, strategizing and creative thinking.
☒ I work in the evenings or on weekends, and I almost never take an email-free vacation.

Spirit

☒ I don’t spend enough time at work doing what I do best and enjoy most.
☒ There are significant gaps between what I say is most important to me in my life and how I actually allocate time and energy.
☒ 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 enough time and energy in making a positive difference to others or to the world.
How is your overall energy?

Total 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

What do you need to work on?

Number of checks in each category:

Body: ________

Mind: ________

Emotions: ________

Spirit: ________

Guide to category scores:

0: Excellent energy management skills

1: Strong energy management skills

2: Significant deficits

3: Poor energy management skills

4: A full-fledged energy crisis

https://hbr.org/2007/10/manage-your-energy-not-your-time