

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 when 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