

PERSONAL ENERGY AUDIT

Productivity isn't measured by how many hours you put in, but by how much energy you have to invest. Effective energy management is crucial for productivity while maintaining your overall well-being. The higher your score, the higher energy level you have for investing in your own productivity. Adapted from Tony Schwartz's *The Way We're Working Isn't Working*.

Spiritual Energy	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE
	1	2	3	4	5
I have a sense of purpose or meaning that guides my decisions.					
I partake in activities that nourish my soul, such as meditation, prayer, or communing with nature.					
I feel alignment between my values and my work.					
I feel grateful on a daily basis.					
I find moments of stillness or reflection throughout my day to connect with my inner self.					
SUBTOTAL IN EACH COLUMN:					
Spiritual Energy TOTAL SCORE:	<i>out of</i>				25

Emotional Energy	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE
	1	2	3	4	5
I have a supportive network of friends, family, or colleagues whom I can rely on					
I am in touch with my emotions and can express them constructively.					
I engage in activities that bring me joy and fulfillment weekly.					
I practice self-compassion and avoid being overly critical of myself.					
I live from hope more than fear.					
SUBTOTAL IN EACH COLUMN:					
Emotional Energy TOTAL SCORE:	<i>out of</i>				25

Mental Energy	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE
	1	2	3	4	5
I am generally able to focus my attention.					
I have go-to coping mechanisms for dealing with stress.					
I can move between tactical planning and big picture thinking.					
I engage in activities that stimulate my mind (e.g., reading, puzzles, learning new skills)					
I actively seek opportunities for personal and professional growth.					
SUBTOTAL IN EACH COLUMN:					
Mental Energy TOTAL SCORE:	<i>out of</i> 25				

Physical Energy	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE
	1	2	3	4	5
I partake in some form of exercise most days.					
I get restful sleep most nights.					
I consume a balanced diet that provides me with sustained energy.					
I take regular breaks during work to stretch and move around.					
I am generally aware of my physical health and take proactive steps to maintain it.					
SUBTOTAL IN EACH COLUMN:					
Physical Energy TOTAL SCORE:	<i>out of</i> 25				

Summary	Spiritual Energy	Emotional Energy	Mental Energy	Physical Energy
SCORE:				
TOTAL SCORE:				

WAYS TO INCREASE YOUR FOUR ENERGY LEVELS

Per your audit, which of the four energy levels are you lacking in? Commit to increasing routine activities that will raise your energy level in that quadrant. Also: Review the preceding four tables: for the prompts that you responded with 3 or lower, set goals to raise your score in those areas.

Spiritual Energy	
Affirming and regularly re-affirming a personal sense of purpose in life	
Weekly mindfulness meditation	
Daily prayer or mantra chanting	
Spending time on weekends out in nature to contemplate and muse on life	
Reading or study from a sacred text (or inspirational, motivational book)	
Dedication to a guided path or routine engagement of spiritual practices/study	

Emotional Energy	
Gratitude journaling; self-appreciation; supporting and not blaming yourself	
Routinely engage in emotionally rewarding hobbies; actively pursue your passions	
Emotionally rewarding community or social network participation	
Volunteer or charity work to support vulnerable populations	
Spending intimate time with loved ones; deep conversations with loved ones	
Enforce personal boundaries and say no to situations that drain your emotions	

Mental Energy	
Engaging in work or leisure that is mentally and intellectually stimulating	
Intellectually stimulating conversations with friends or acquaintances	
Regulating thought process to optimize positive thinking	
Regularly engaging in creative work (arts and crafts, etc.)	
Balancing both intuition and logical reasoning in your decision-making process	
Read books on professional development, strategic thinking, and/or executive presence	

Physical Energy	
30-minute daily minimum of physical activity	
Sustainable nutrient-dense diet	
Adequate daily clean water intake	
Breathing, qi gong, yoga, or reiki (energy healing) exercises	
Cardio and/or strength training exercises weekly	
Time out in nature	