



## MANAGE YOUR ENERGY NOT YOUR TIME

### SELF ASSESSMENT

### ARE YOU HEADED FOR AN ENERGY CRISIS?

Instructions: Please check the statements below that are true for you.

Body:

- I don't regularly get at least seven to 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 it at all.

Emotions:

- I frequently find myself feeling irritable, impatient, 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 email.
- 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 my 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.

\_\_\_\_\_ Total Number of Statements Checked

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Guide to Total Score

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

Manage Your Energy Not Your Time – Tony Schwartz and Catherine McCarthy – HBR Oct 2007

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