

Energy Management for Performance Worksheets

A Self Assessment

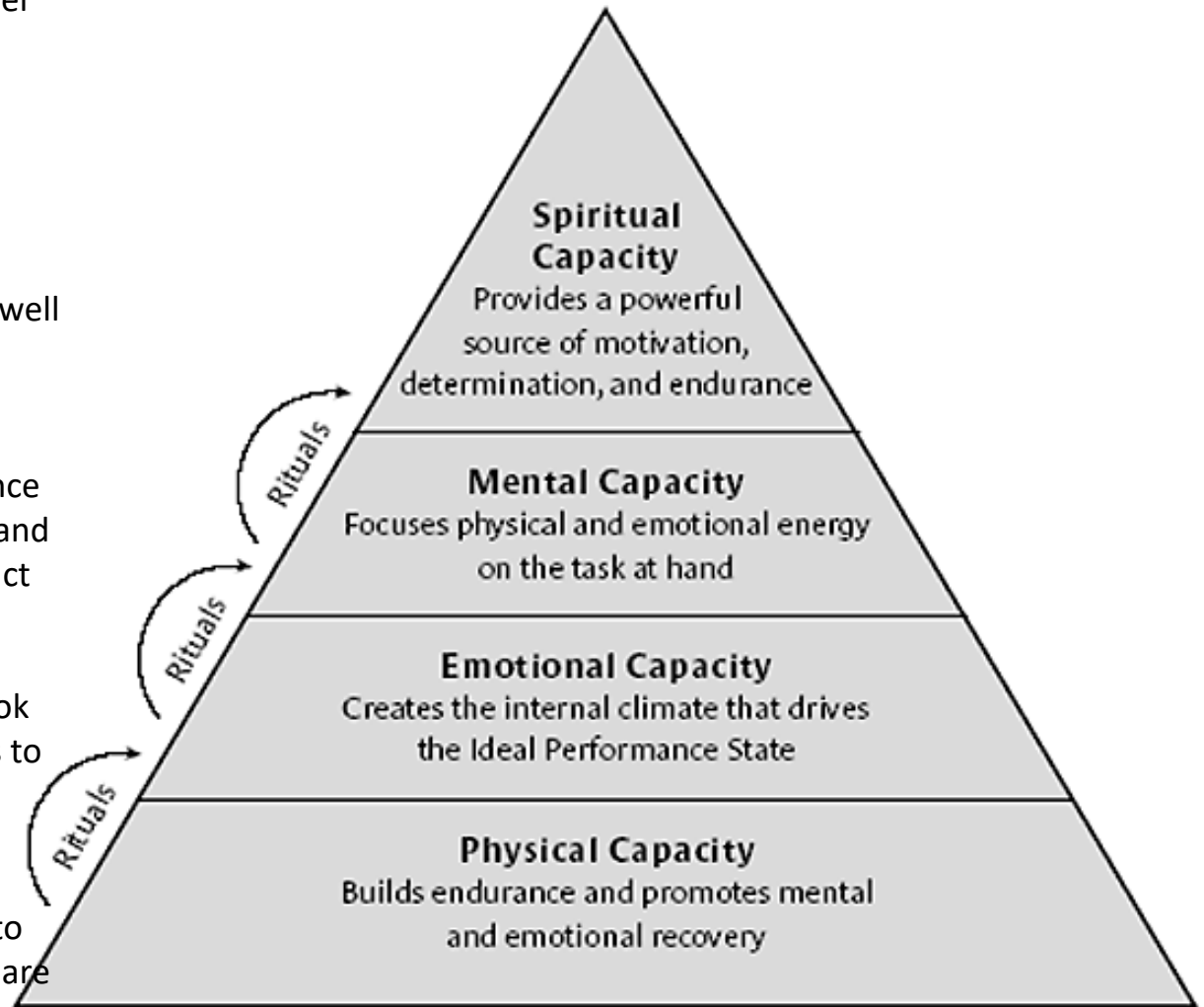
What follows on the next few pages are a number of reflection activities, a self survey and also a planner for daily monitoring of energy that we recommend is used to really get a clear view of what is going on when we are ‘busy busy busy’.

These are designed to provide a range of perspectives on each of the four dimensions as well as developing insight into the balance (or not) across them.

As we can see in this diagram of the “Performance Pyramid”, each level is impacted by the others and the failure to address any one of them will impact performance.

The following pages will enable you to take a look at your own resilience and fuel tank as it relates to each of these four critical elements for performance.

Once completed you will have the opportunity to then consider, what it means, and what actions are needed to create balance.



My Sources of Energy

Reflect on two activities that leave you feeling highly energised. For each, put yourself back in the moment and describe your environment, what you are doing, what is happening inside of you.

Be curious: what part of you feels most energised, what aspect of the activity is causing this?

Activity 1

Activity 2

Body

Physically, where are you? How are you using your body? What physical sensations are present?

Mind

What type of mental tasks are you performing? What part of your brain are you using?

Heart

Are you with people? What is the nature of the interaction? What are you feeling?

Spirit

How important is what you are doing to you? What value or belief is at play?

What pattern do you notice? What does that mean you could do more of or do differently to build your energy levels?

My Energy Drainers

Reflect on two activities that leave you feeling more drained. For each, put yourself back in the moment and describe your environment, what you are doing, what is happening inside of you.

Be curious: what part of you feels most drained, what aspect of the activity is causing this?

Activity 1

Activity 2

Body

Physically, where are you? How are you using your body? What physical sensations are present?

Mind

What type of mental tasks are you performing? What part of your brain are you using?

Heart

Are you with people? What is the nature of the interaction? What are you feeling?

Spirit

How important is what you are doing to you? What value or belief is at play?

What pattern do you notice? What does that mean you could minimise or do differently to maintain your energy levels?

Energetics of How we Show Up

What kind of energy do you bring to your role, your life, your work.... ... name it in words :

What supports your showing up energetically in an effective supportive way and what detracts or holds you back ?

Supportive :

- Choosing our own attitude
- Love
- Support of others
- Resolve
- Conviction
- Seeing results even if they are small
- Influence on others
- Success
- Good Health
- Trusting our instinct and intuition
- Passion for what we are doing
- Belief in what I feel is right
- Focus
- Staying in the present and not being hijacked
- Having a higher purpose
- Interest
- Curiosity
- Learning potential
- Thinking about legacy
- Care of others
- Belief in what I feel is right

Others :

Destructive / Detracting :

- Negative talk – internal and external
- Fear
- Stress
- Resistance to what I am trying to do
- Comparisons that I am worse or better than
- Unattainable perfection images
- Organisational hypocrisy
- Disappointment
- Cynicism
- Lies and dishonesty
- Mistrust
- Being overly tired
- Being unhealthy

Others :

Daily Energy Rhythm : Digging Deeper

The image shows a grid template for tracking energy levels. A horizontal line is drawn across the grid, with an upward arrow above it labeled "Leaves me feeling more energised" and a downward arrow below it labeled "Leaves me feeling more depleted". The left end of the line is marked "Time I wake up" and the right end is marked "Time I go to bed".

Reflect upon an average day.

Note your typical activities in and out of work, placing them above or below the line depending upon how energised or drained they leave you feeling.

Circle your most and least energizing activities.

****NOTE:** If you would like to get a real time perspective, you may use this template to record over a number of days .

Energy Self Assessment

1 = Never

2 = Rarely

3 = Sometimes

4 = Often

5 = Always

Physical

I have a high level of physical energy to spend during the day

I feel fully rested when I wake up

I consume food & drink that help maintain my overall high energy level

I prioritize & look forward to my regular exercise & physical workouts

I can easily switch between high energy, active states & relaxed, calm states

Total:

Mental

I am able to sustain focus & concentration throughout the day

I access clarity, creativity & realistic optimism with ease

I move between the rational & the intuitive & embrace multiple points of view

I manage my time efficiently & feel organized & mentally prepared to do my work each day

I am able to think clearly & logically even under conditions of height demand

Total:

Emotional

I increase personal effectiveness, & influence those around me by accessing positive emotions & inner confidence

I feel more challenge & opportunity than frustration & aggravation at work

I create & sustain relationships of warmth, depth, genuineness & empathetic connection at work & personally

I feel a deep appreciation that my successes are sufficiently acknowledged & recognised

I do not get stressed much & easily bounce back from experiences of disappointment, frustration or loss

Total:

Spiritual

I am fully engaged and passionate about my work which I find fulfilling and meaningful

I have clarity around, and am committed to my deepest values and purpose and demonstrate this in all areas of my life

I choose to do that which is strongly connected to what is important to me

I am tolerant of values and beliefs that are different to my own

I remain in integrity with my values and purpose regardless of circumstance and even when adhering to them involves personal sacrifice

Total:

Energy Management for Performance

Review of the Reflection Activities and Questionnaire

Look at the previous four reflection activities. Now is the time to stand back and make sense of what you are seeing, and the impact of what you discovered. Take note of the following:

Implications of Energy Enhancing and Energy Draining Situations:

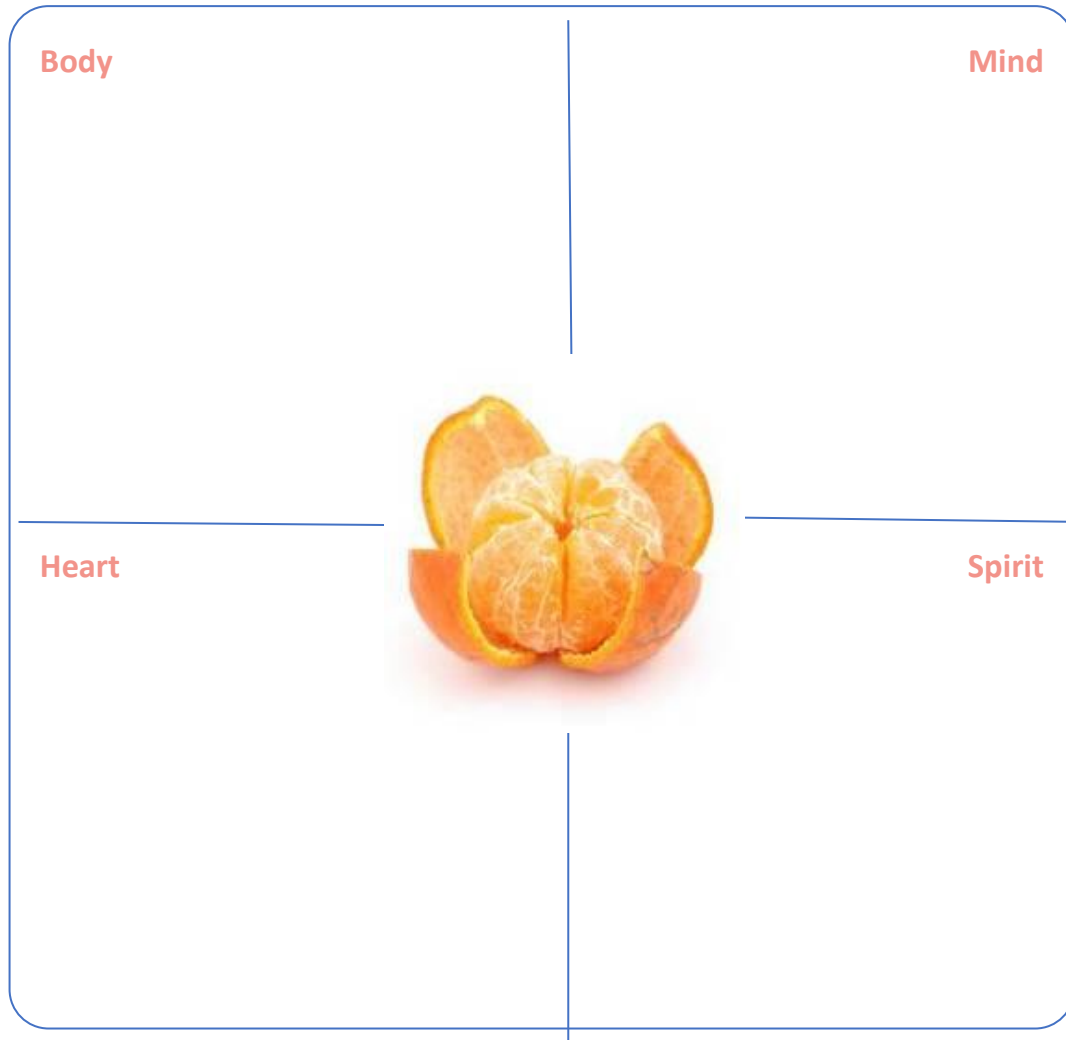
Supportive and detractors to Energy Management:

Daily Energy Cycle:

Highest, Lowest Score on the Four Bodies assessment- including individual assessment items. Implications:

My Energy Ideal

Now consider a couple of activities would be ideal for you to achieve your most energised self (remember, we're all different).



What changes will I make to move in the direction of greater energy balance? What do I need to start, intensify, simplify, or let go of?

What do I need to think and feel and believe to make sure I do this?