

FREE WORKSHEET · STRESS & BURNOUT

Energy Audit

Manage your energy, not just your time

Time is fixed, but energy is renewable. Jim Loehr and Tony Schwartz, in *The Power of Full Engagement* (2003), argued that sustained performance depends on managing energy across four areas: physical, emotional, mental and a sense of purpose. Athletes build recovery into their training. Most of us do not.

A full week can be sustainable when you recover well, and a lighter one can still be draining when you do not.

IF YOU NEED HELP NOW

If there is an immediate risk to life, call **999**. The Samaritans are available free, 24 hours a day, on **116 123**. In England, NHS 111 (option 2) connects to an urgent mental health service.

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Score your four energies

Over the last two weeks, how true is each statement?

0 = not true, 1 = a little, 2 = mostly, 3 = completely true

	0	1	2	3
Physical: I get enough sleep to feel rested	☐	☐	☐	☐
Physical: I move and take breaks during the day	☐	☐	☐	☐
Emotional: I feel more positive than negative most days	☐	☐	☐	☐
Emotional: I have people I can be myself with	☐	☐	☐	☐
Mental: I can focus on one thing without constant interruption	☐	☐	☐	☐
Mental: I can switch off at the end of the day	☐	☐	☐	☐
Purpose: I spend time on things that feel meaningful	☐	☐	☐	☐
Purpose: how I spend my days reflects what matters to me	☐	☐	☐	☐

The lowest-scoring area is usually the one draining the others.

Drains, gains and small routines

	WHAT DRAINS THIS ENERGY	WHAT RESTORES IT
Physical		
Emotional		
Mental		
Purpose		

Small, regular routines work better than occasional big efforts: a ten-minute walk after lunch, no screens for the first hour of the day, a set finishing time twice a week, five minutes outside between tasks.

ROUTINE	WHEN	WHICH ENERGY IT PROTECTS