

# ENERGY MANAGEMENT INDICATION TOOL

## Step 1

Divide your life in categories that are important to you in your daily life.

For example:

- Health
- Friends
- Growth (personal development/spiritual)
- Work
- Relationship
- Sports
- Studying
- Rest
- Family
- Cleaning the house
- Etc.

## Step 2

Under each category place all the activities you normally would try to do in a week.

For example:

Work

- Travelling to work
- Meetings
- Present to board members

## Step 3

Your waking time equals a 100%. This is your energy & focus.

Now divide these 100% over all categories you named.

For example:

### **-Work - 60%**

Travelling to work

Meetings

Present to board members

### **-Health - 20%**

Task 1

Task 2

Etc..

**-Friends – 20%**

Task 1

Task 2

Etc..

**-Relationship – 15%**

Task 1

Task 2

Etc..

**-Growth (personal development/spirituality) – 5%**

Task 1

Task 2

Etc..

**-Family – 20%**

Task 1

Task 2

Etc..

**NOTE:**

As you can see in this example this person spends 140% of the available 100% of energy/focus each person had.

You might find the same counts for you when you are dividing your 100%

This means you are taking a mortgage on your energy.

For a short while this is never a problem but on the long run you always pay the price.

***What to do?***

Take some time to let it sink in.

And let your mind run over all the things you are asking of yourself.

To find a healthy balance means trimming down in some area's.

Also it means learning to say no.