

## Self Assessment

From ***Manage Your Energy, Not Your Time*** by Tony Schwartz

Please check the statements that are true for you.

✓	Body	✓	Mind
	I don't regularly get at least seven to eight hours of sleep and I often wake up feeling tired.		I have difficulty focusing on one thing at a time and I am easily distracted during the day, especially by email.
	I frequently skip breakfast, or I settle for something that isn't nutritious.		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 work out enough (meaning cardiovascular training at least three times a week and strength training at least once a week.)		I don't take enough time for reflection, strategizing and creative thinking.
	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.		I work in the evenings or on weekends and I almost never take an email free vacation.
✓	Emotions	✓	Spirit
	I frequently find myself feeling irritable, impatient, or anxious at work, especially when work is demanding.		I don't spend enough time at work doing what I do best and enjoy most.
	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.		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.
	I have too little time for the activities that I most deeply enjoy.		My decisions at work are more often influenced by external demands than by a strong clear sense of my own purpose.
	I don't stop frequently enough to express my appreciation to others or to savor my accomplishments and blessings.		I don't invest enough time and energy in making a positive difference to others or to the world.

How is your overall energy?	What do you need to work on?
Total number of statements checked: _____	Number of checks in each category: ___ Body      ___ Mind ___ Emotions      ___ Spirit
Guide to scores: 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	Guide to scores: 0: Excellent Energy Management Skills 1: Reasonable Energy Management Skills 2: Significant Energy Management Deficits 3: Poor Energy Management Skills 4: A Full-Fledged Energy Management Crisis

