



How to Manage Your Energy with the Energy Audit Protocol



BURNOUT *Recovery* VIP EXPERIENCE

How to Manage Your Energy With The Energy Audit Protocol

The Energy Audit Protocol is a way to get specific on all the events, triggers, activities and habits in your life and learn what helps you replenish your reserves and what drains you.

The goal of this process is to gain awareness so you can take specific action to begin minimizing all the energy drainers, reframe energy drainers to become gainers and go through your life with more replenishing activities.

As you continue to work through this process, you'll begin to recover your energy, stop burnout habits, and most important see radical shifts in the quality and wellbeing in all areas of your life.

Using the 4Ds Method for Boundaries and Behaviours

1

DELETE

2

DELEGATE

3

DELAY

4

DO
DIFFERENTLY

Utilizing the 4Ds for energy recovery is the opposite of how we create work. When it comes to creating work, we begin with brainstorming what we want to do, set timelines, assign the proper people and resources and lastly eliminating tasks that are important to getting to our final goal.

When it comes to reducing work, i.e. - recovering energy, creating more work isn't the way we go, and that's the tendency we go through (generally out of familiarity) to problem solve.

This can lead to rounds of frantically reacting, panicking and wasting energy you want to conserve, making excuses, blaming and finger pointing and rage quitting which can be quite disastrous for your mental and emotional wellbeing.

Instead, work the strategy the opposite direction to consciously unravel your energy drainers.

Deleting Energy Drainers

As you begin to take a look at all the activities, events, triggers, etc. that happen on the regular, you may begin to notice there are energy draining habits (or people) that add no value to your outcomes and goals at work or in life in general.

They could be old commitments on previous projects, relationships, goals, outdated processes, etc. This is a place to begin *pruning* and eliminating off your workload that can free up extra energy to process and recover.

It's also important to recognize that there might be emotional attachments and guilt, other associated benefits and old beliefs that lock you into these self commitments, perhaps even unrealized expectations you have on yourself and others that require tools to help you to resolve.

Delegating Energy Drainers

This can be a common side effect when it comes to those with strong initiative, natural leaders, caring personalities and inclined to serve and contribute. Taking on activities in the moment, rising to the occasion - end up unwillingly taking on work that was not your responsibility to begin with.

Over time as workload increases and your energy is mis-managed, it can be a cause of frustration, helplessness and a harbour for resentment.

Take a look at the activities, events and habits that **you take on for others** that no longer add value to your work or growth. Return to sender. This means returning the responsibility back to the source or renegotiating arrangements.

Now if the responsibility is yours and is something you can't eliminate from your work, then getting support and having someone help you is a good solution.

Now before you casually unload it onto someone else, here are some considerations:

- *Can you automate it?* Tools and technology is available for us to use and looking at solutions on the market is a good option to consider to help free your energy and not burden another human being.
- *Is there someone with a better fit?* The adage goes, "one's trash is another's treasure". What might be energy draining for you, might be an energy gainer and opportunity for someone else.

Be aware that delegating might come with challenges of navigating boundaries, entitlement (self and others), and dealing with internal self-worth issues that can prevent you from being successful.

Delaying Energy Drainers

Now if deleting and delegating aren't options, you're beginning to fall into the question if your activity, task, habit, event is essential.

As a side effect to our modern hustle culture, many of us are entrained into instant gratification, fear of missing out, fear of keeping up which create compulsive behaviours reinforced and conditioned into us with social media, trying to mirror technology and our attention economy.

It's okay to slow down. Now, while it's easy to rid of non-essential activities, setting unreasonable expectations for essential work can be a cause of high anxiety and compounded with any moving parts.

Stop all multi-tasking related activities. This will reduce the cognitive load and free up energy. Instead, single-task and prioritize. Focus on the outcome and utilized flow states for deep work to bring you a sense of enjoyment and energize you instead of drain you.

We may overestimate what we can do in months or years, but we also underestimate what we can do in 5 and 10 years

Releasing fear and guilt, along-side limiting beliefs from our neurology can make this an easy and smooth process.

Do Differently

Lastly, if you can't delete, delegate, and delay - then you'll have to get creative to do it differently. Insanity is doing the same thing over and over again and expecting a different result; so if you don't change how you behave, you'll continue to have your energy drained.

The first principle is getting more binary; decide to do it or not do it. Eliminate all "trying" and non-committed behaviours as you waste energy looking at the exit can be a cause for inner conflicts.

A second principle is called the “Pareto Principle” or the 80/20 rule. 20% action that yields 80% results. Apply your actions in a way where you can get much more out of small actions. In other words, stop *brute forcing* how you do it, and find more efficient ways to apply your energy and develop a new skill around it.

Here are some things to consider if you’re going to change your actions:

1. Critical path items / essential to get to your goal, extras come after mastery
2. Activities aligned to your values (what’s important to you)
3. Activities aligned to your talents and skills, what you enjoy doing AND what you’re good at or want to get good at
4. Being aligned to a model of excellence / have an effective strategy
5. Habit builders - small steps that add up over time, like compound interest towards mastery

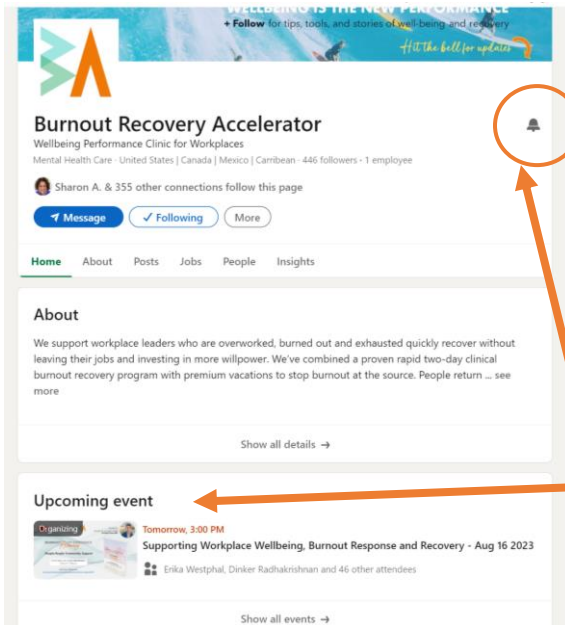
Recovering Energy with Peer Support

We have inherent blind-spots, especially when it comes to change work. Old habits die hard, so if we don’t have incredible drive and focus, it’s easy to self-sabotage our results. When it comes to burnout; the onset of chronic fatigue can hurt your self-discipline and willpower.

Find a support buddy. It is helpful by externalizing accountability utilizing both loss-aversion (don't want to let someone down) and positive-rewards (encouragement) without beating yourself down.

A mutual support relationship is a great way to deep emotional bonds, be vulnerable and develop trust. Mental health and emotional wellbeing check-ins are a great habit to develop in our fast paced modern life

Join our Bi-Monthly Peer Support on LinkedIn



Every first and third Wednesday of the month, we host LinkedIn Audio events that cover real-time insights and challenges with other community members implementing the Burnout Recovery Challenge in their workplaces.

Follow and join our events at: www.linkedin.com/company/burnoutrecoveryaccelerator

Using the Energy Audit Protocol

As you begin to “audit” or run through every hour of your days, weeks and months, begin to journal your activities, events and triggers.

For each of these activities/events, ask yourself the following questions:

- Does it drain you or replenish you? (*Subjective scale from -5 to +5*)
- Does it happen daily, weekly, monthly, yearly?
- When do you do it? When do you not do it?
- How do you do it? How do you not do it?
- Does it impact you mentally, emotionally, physically?
- What significant emotions are involved?
- Are there specific people involved?
- What area of life does it impact?
- Are there any environmental factors that trigger it? Where do you do it? Where don't you do it?
- Do you require professional support?
- How can you apply the 4Ds?

We suggest that you create a spreadsheet with the questions as headings or download our Energy Audit Protocol Template to help you fill it out.

This is an exhaustive, on-going process to help you get a better picture of all your energy drainers and gainers in your career and areas of your life.

You may think that your life is chaotic, but the reality is we are all creatures of habit - and burnout is an effect of the accumulation of energy draining habits in your life. As you go through this exercise you will notice patterns.

These patterns could include how often specific activities happen, reveal unconscious triggers to habits that derail your day/week/month, and even important people you associate with that drain you.



Warning: This is a very insightful process and can be a painful reality check for you. If you get triggered into a traumatic event, please take the opportunity to seek professional support or book a consultation with us.

We recommend not “boiling the ocean”, and just start off with a discovery process of at least 20 events in your life. It’s a good time to appreciate and acknowledge the activities that energize you.

It’s also useful to identify the events that drain you - and prioritize the ones you’ll work on around patterns like intensity, frequency and even certain people you associate with.

Apply the 4D’s along side our tools to begin to reclaim and recover energy in your life and form new energy gaining habits.

All About Identifying

Your Top 5 Energy Drainers to Overcome

1

(delete, delegate, delay, do)

2

(delete, delegate, delay, do)

3

(delete, delegate, delay, do)

4

(delete, delegate, delay, do)

5

(delete, delegate, delay, do)

