

The Executive Energy Audit

Maximize Your Impact by Managing Your Energy, Not Just Your Time

As a leader, your most finite resource isn't your time—it's your energy. High-performing executives often hit a plateau not because their schedules are full, but because their calendars are crowded with tasks that actively drain their cognitive and emotional reserves.

The **Executive Energy Audit** is designed to help you identify exactly where your energy is going. By tracking your activities and categorizing their impact, you will uncover hidden drains, pinpoint your "Zone of Genius," and clearly identify what you must delegate to scale your leadership capacity.

Instructions: The 3-Day Challenge

To get the most accurate baseline, commit to running this audit for three consecutive workdays.

1. **Track:** Keep the daily logs on your desk. Every time you transition to a new task or meeting, log the activity and the time spent.
2. **Audit:** Immediately after the task, rate how it affected your energy levels. Did it leave you feeling invigorated (+), neutral (=), or depleted (-)?
3. **Optimize:** At the end of the three days, review your logs and complete the Reflection Matrix to build your delegation strategy.

Day 1: Activity Log

Date: _____

Time / Duration	Activity / Meeting / Task	Energy (+, =, -)	Keep, Delegate, Drop?
<i>e.g., 9:00 AM (1 hr)</i>	<i>Strategic planning with VP of Sales</i>	<i>+</i>	<i>Keep</i>

Day 2: Activity Log

Date: _____

Time / Duration	Activity / Meeting / Task	Energy (+, =, -)	Keep, Delegate, Drop?

Day 3: Activity Log

Date: _____

Time / Duration	Activity / Meeting / Task	Energy (+, =, -)	Keep, Delegate, Drop?

Part 2: The Energy Matrix

After three days, review your logs. Group your recurring tasks into the following four zones to gain clarity on your next steps.

The Zone of Genius High Value / High Energy The things you are uniquely exceptional at and love doing. These drive the business forward.	The Zone of Excellence High Value / Low Energy Tasks you are very good at, but they drain you. You are likely acting as a bottleneck here.
The Zone of Competence Low Value / Neutral Energy Routine operational tasks you can do, but someone else could do just as well (or better).	The Zone of Incompetence Low Value / High Drain The administrative drag. Tasks that frustrate you, take too long, and yield little strategic return.

Part 3: Executive Reflection

1. What was your biggest energy drain over the last three days?

2. Look at your "Zone of Excellence." What is preventing you from handing these tasks over to your team?

3. Identify ONE task currently draining your energy that you commit to delegating or eliminating by next week:

4. If you reclaimed 5 hours a week by delegating your energy drains, how would you invest that time back into your Zone of Genius?

Ready to eliminate your energy drains?

Insight is only the first step; execution is where transformation happens. Partner with an expert who can help you build the systems, mindset, and communication strategies to elevate your leadership.

Find Your Executive Coach Today