



Welcome to Compass!

This worksheet will help you understand where your energy is going, how you can stop the madness and get a firm, controlled grip on your life and *Take Back Your Energy!*

The Three Factors of Vitality Energy Audit

Your physical energy is affected by the way you manage your environment and the way you care for your body. Your mental energy is influenced by the inventory of to-dos and projects you store in your memory bank. And your emotions reflect your inner feelings and how you deal with them. Attending to all three of these Factors of Vitality will enable you to recharge your batteries, plug energy drains and increase your ability to maximize your capacity for greatness.

Rate yourself from 1 to 5 in the following areas. 1 = Never/No and 5 = Always/Yes

Physical Energy

- I eat well and get plenty of exercise and sleep; I take care of my health.
- I take time for myself to enjoy hobbies, pamper myself and otherwise physically re-energize.
- My home environment is clean, neat and uncluttered, and reflects who I am.
- My work environment is efficient, productive and facilitates productive activity.
- My belongings are in good condition, meet my needs and reflect my personality.

Mental Energy

- I only accept requests that fit within my time constraints and reflect my values and priorities.
- I handle tasks as they come in (or make sure they're appropriately scheduled for handling) instead of trying to keep a mental to-do list.
- I only worry about the things I can personally control or address, and release those I can't.
- I accept what is and what can be, and let go of what isn't, what could have been and what can't be.

Emotional Energy

- I express myself clearly, honestly and openly, even when it's uncomfortable or about sensitive matters.
- I don't let issues build up – I address issues, problems and questions in the moment and only with the people they concern or who can do something about them.
- I set clear boundaries on my time and attention. I respect other's boundaries, and expect the same respect from them.

- I accept and honor the emotions I feel – good or bad – and try not to judge myself or avoid my feelings.

Evaluate Your Energy

Review your Energy Audit and choose one item to answer the following questions about:

1. Which statement is poorly rated or are out of sync with my priorities, values or needs?

2. What am I current doing to address this issue?

3. What am I avoiding around this issue? Why?

4. What could be possible for me if my available energy in this area matched or exceeded my current needs?

5. What is stopping this from happening?

Make Yourself A Priority

Drains on your energy – whether from a cluttered environment, a stressful workplace or a lack of sleep – keep you from accessing your full capacity for greatness. Take the time to address the things that sap your energy and replace them with things that enlighten, restore and energize you.

Briefly review the priorities, values and boundaries represented by the choices you make about how and where to spend your energy. Do yours show up? If so, great! If not, time to make new plans. As a good faith agreement with your authentic self, spend some time this week doing something that increases your energy or plugs an energy drain. Write that commitment below.

This week, I will increase my energy by _____.

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