




DAILY ENERGY AUDIT

This exercise has been designed to help you become more aware of how much of your time is spent in your zone of genius versus your zones of excellence, competence and incompetence.

Instructions

1. Define the task/s performed at each hour
2. Rate how performing the task/s affected your energy level
energy went up 
energy neutral 
energy went down 
3. If your energy went down, define an action step to allow you to generate more energy
(**delegate, dump or do it differently**)

Time	Task/s	Energy Level	Action Step
6:00 AM	_____	_____	_____
7:00 AM	_____	_____	_____
8:00 AM	_____	_____	_____
9:00 AM	_____	_____	_____
10:00 AM	_____	_____	_____
11:00 AM	_____	_____	_____
12:00 PM	_____	_____	_____
1:00 PM	_____	_____	_____
2:00 PM	_____	_____	_____
3:00 PM	_____	_____	_____
4:00 PM	_____	_____	_____
5:00 PM	_____	_____	_____
6:00 PM	_____	_____	_____
7:00 PM	_____	_____	_____
8:00 PM	_____	_____	_____
9:00 PM	_____	_____	_____