

Why this matters

We talk a lot about time management. Almost never about energy management.

But energy is different. It can be managed, protected and restored — but only if you pay attention to it.

That's what this audit is for. It has two parts.

First, you run a daily Energy Account for one week — noticing in real time what drains you and what restores you. Small things. Across the day. Then, you step back and map the bigger picture across four areas of your life and work — to find the patterns, name the gaps and identify one thing worth changing.

Most people are surprised by what they find. The biggest drain is rarely the obvious one.

How to use this tool

Answer each question honestly — not how you think you should feel, but how you actually feel right now. There are no right answers. The value is in noticing what you have not been noticing.

PART 1

Your Daily Energy Account

Charge your energy like you charge your phone. Every day.

Start each day by noticing your opening balance — not where you want to be, but where you actually are. Each time something drains you, notice it. Each time you have a chance to restore even a little — take it. Micro-moments of recovery matter more than you think. A five-minute walk. A real lunch break. One conversation that energised rather than drained. These are not luxuries. They are maintenance.

If you wake up already below 70% — that is a signal worth paying attention to.

Activity / Moment	Drain — / Restore +	Balance %
Opening balance — How do I wake up today?		____%
<i>e.g. Nutritious breakfast</i>	<i>Restore +5%</i>	<i>...%</i>
<i>e.g. Short walk</i>	<i>Restore +5%</i>	<i>...%</i>
<i>e.g. Stressful meeting</i>	<i>Drain -10%</i>	<i>...%</i>
End of day balance — How do I finish today?		____%

 Use one table per day. Repeat for 5–7 days before moving to Part 2.

PART 2

Map the Four Areas

After running your daily Energy Account for a week, use what you noticed to go deeper. For each area, answer the three questions based on what you observed.

1 WORK · Tasks · Workload · Role

Your day-to-day responsibilities, the pace of work, the projects you carry, the decisions you make.

What is draining my energy here?

What restores my energy here?

One small change I could make

2 RELATIONSHIPS · Team · Peers · Home

The people you lead, work alongside, and come home to. Who gives you energy — and who takes it.

What is draining my energy here?

What restores my energy here?

One small change I could make

3 BODY · Sleep · Movement · Physical signals

How your body is holding up. Sleep quality, physical tension, the signals you may be overriding.

What is draining my energy here?

What restores my energy here?

One small change I could make

4 MIND · Thoughts · Rumination · Mental load

The cognitive and emotional weight you carry. What you can't stop thinking about. What you can't put down.

What is draining my energy here?

What restores my energy here?

One small change I could make

Your Reflection

Now that you have run the Energy Account and mapped the four areas, take a moment to look at the whole picture.

1. Where is my biggest energy gap right now?

Which area is draining most — and receiving least in return?

2. What am I tolerating that I haven't named until now?

Something that has been quietly costing you that you have been overriding.

3. If I could change one thing this week, what would it be?

Small and specific. Something within your control.

What next?

This audit gives you a picture. What you do with it is the work.
If this audit surfaced something worth exploring — let's connect.

Book a free Healthy Performance Call

agatakalinowska.com/call

Connect on LinkedIn

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PERSONAL NOTE

I am a Leadership & Burnout Coach with 20 years of corporate experience in marketing in large organisations. I burned out — while still delivering, still performing, still looking absolutely fine from the outside.
Today I help leaders and high-performing teams build sustainable high performance — before it costs them what it cost me.

ICF ACC · Gallup CliftonStrengths · Mental Toughness MTQ · Positive Intelligence · Certified Burnout Coach CPD · Coaching in English, German and Polish.