

# The Energy Audit

*A manager's tool for understanding what energizes and drains each person on your team – before burnout sets in.*

*“Every professional role has things that are either energizing or draining. The minute it becomes more draining than energizing – that is the slope to burnout.”*

– Rob Sullivan

## DRAINING

Tasks that deplete energy, erode motivation, and over time contribute to burnout and disengagement.

## ENERGIZING

Tasks that spark engagement, leverage strengths, and keep people performing at their best.

## HOW TO USE THIS WORKSHEET

Bring this into your next 1:1. Work through each section together – Energy Inventory, Recognition Style, and Manager Action Items. Use the Overall Energy Rating as a pulse check and revisit quarterly to track shifts.

## The Energy Audit

Use this worksheet in 1:1s to understand what drains and energizes each person on your team — and take action before burnout sets in.

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### EMPLOYEE INFO

NAME

ROLE

DATE

### ENERGY INVENTORY

#### DRAINING

#### ENERGIZING

1 What tasks do you dread most?

1 What tasks would you volunteer for?

2 What feels like a waste of your talents?

2 What skill haven't you had a chance to use here?

### RECOGNITION STYLE

#### HOW DO YOU PREFER TO BE ACKNOWLEDGED?

Public praise

Private recognition

Either

#### WHAT RESONATES MOST WITH YOU?

Words / notes

Acts of service

Gifts

Quality time

## MANAGER ACTION ITEMS

1 What can I remove or reassign to reduce drain?

2 How can I deploy their untapped skill?

3 How will I recognize them in their language?

## MANAGER ACTION ITEMS

### OVERALL ENERGY RATING

Current energy balance

 1  2  3  4  5

mostly draining mostly energizing

More tips?

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[GET THE EXAMPLE TEMPLATE](#)

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