

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.

LEADERSHIP TOOL · ROB SULLIVAN FRAMEWORK

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

1 What tasks do you dread most?

2 What feels like a waste of your talents?

ENERGIZING

1 What tasks would you volunteer for?

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?

READ THE INTERVIEW

GET THE EXAMPLE TEMPLATE