

# Chapter 4: Energy Management

## Resource Guide

Resource Name	Purpose
<b>TOOLS</b>	
<b>Tool 1: Initiative Elimination Matrix</b>	A systematic framework for identifying and eliminating low-value work that drains energy without producing results
<b>Tool 2: Protected Time Blocker</b>	A system for defending strategic work time against the tyranny of the urgent by blocking Quadrant 2 (important but not urgent) work
<b>Tool 3: Burnout Early Warning Checklist</b>	A 20-indicator system for detecting burnout before collapse, with scoring to identify stages (Stress, Strain, Burnout) and intervention strategies
<b>Tool 4: Energy Audit Worksheet</b>	A tracking system for identifying what drains energy vs. what replenishes it across four dimensions: Physical, Emotional, Mental, and Spiritual
<b>Tool 5: Capacity Calculator</b>	A mathematical framework for calculating true available capacity before committing to new initiatives, preventing chronic overcommitment
<b>EXERCISES</b>	
<b>Exercise 1: The Initiative Avalanche</b>	Helps participants recognize how accumulating initiatives drain organizational energy and practice the difficult skill of saying no to focus on what matters
<b>Exercise 2: The Burnout Before You See It</b>	Develops ability to recognize early warning signs of staff burnout before crisis and create strategies for protecting and renewing energy
<b>DISCUSSION GUIDES</b>	
<b>Leadership Discussion Protocol</b>	90-120 minute structured meeting format with pre-work (energy tracking), opening activity, core discussion questions, action planning, and closing commitments
<b>Leadership Team Discussion Guide</b>	45-60 minute facilitated discussion with individual reflection, pair sharing, full team discussion, and application planning focused on initiative elimination
<b>PLANNING &amp; ASSESSMENT</b>	
<b>Action Planning Template</b>	Structured template for assessing current reality, defining desired state, identifying key actions with owners/timelines, success indicators, and obstacles
<b>Personal Inventory</b>	Self-assessment helping individuals examine how they manage their own energy and impact others' energy, with team discussion prompts
<b>Chapter 4 Retrospective</b>	60-minute monthly review protocol to assess progress, celebrate successes, identify what didn't work, capture learnings, and make course corrections
<b>IMPLEMENTATION SUPPORT</b>	
<b>Implementation Checklist</b>	12-item checklist tracking implementation status (Not Done / In Progress / Done) for key energy management indicators
<b>Implementation Rubric</b>	Developmental rubric rating five dimensions (Initiative Load, Protected Time, Burnout Recognition, Saying No, Sustainable Pace) from Beginning to Exemplary
<b>Quick Reference Guide</b>	One-page summary with core concept, key questions, common mistakes to avoid, and practical strategies
<b>PRACTICE MATERIALS</b>	
<b>Energy Management Scenarios</b>	Two detailed practice scenarios ("The Initiative Avalanche" and "The Burnout Before You See It") for applying energy management concepts to realistic situations