

THE ENERGY AUDIT

30 Days of Tracking Your Most Precious
Resource

"Time is infinite. Your energy is not."

The Premise + Setup

Energy management is a critical aspect of personal productivity and well-being, often overshadowed by traditional time management strategies. Understanding your body's natural rhythms, such as ultradian rhythms and cortisol curves, can unlock significant improvements in how you utilize your energy throughout the day. This tracker is designed to help you observe and optimize these patterns.

The 4 Energy Types:

- **High Creative:** Periods of peak mental clarity and innovative thought.
- **High Administrative:** Ideal for focused, routine tasks requiring attention to detail.
- **Low Focus:** Best for less demanding activities or light administrative work.
- **Rest/Recovery:** Essential for rejuvenation and preventing burnout.

Your Baseline:

My typical wake time: _____

My typical crash time: _____

My current caffeine intake: _____

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The Daily Tracker Template

(Designed to be printed 30x)

Date: _____ | Day of Cycle (1-30):

Hourly Energy Map (6am-10pm)

(Rate 1-10, fillable circles)

Time	Energy Rating (1-10)									
6am-8am	1	2	3	4	5	6	7	8	9	10
8am-10am	1	2	3	4	5	6	7	8	9	10
10am-12pm	1	2	3	4	5	6	7	8	9	10
12pm-2pm	1	2	3	4	5	6	7	8	9	10
2pm-4pm	1	2	3	4	5	6	7	8	9	10
4pm-6pm	1	2	3	4	5	6	7	8	9	10
6pm-8pm	1	2	3	4	5	6	7	8	9	10
8pm-10pm	1	2	3	4	5	6	7	8	9	10

Task-Energy Match:

What I did during High Energy: _____

What I did during Low Energy: _____

Boundary Check:

Who/what drained me today? _____

Who/what nourished me? _____

The Daily Tracker Template (continued)

Somatic Note:

Where do I feel tension right now? _____

Sleep Quality:

Hours: _____ | Quality (1-5):

Tomorrow's Micro-Adjustment:

One thing to move/tweak: _____

Notes & Observations:

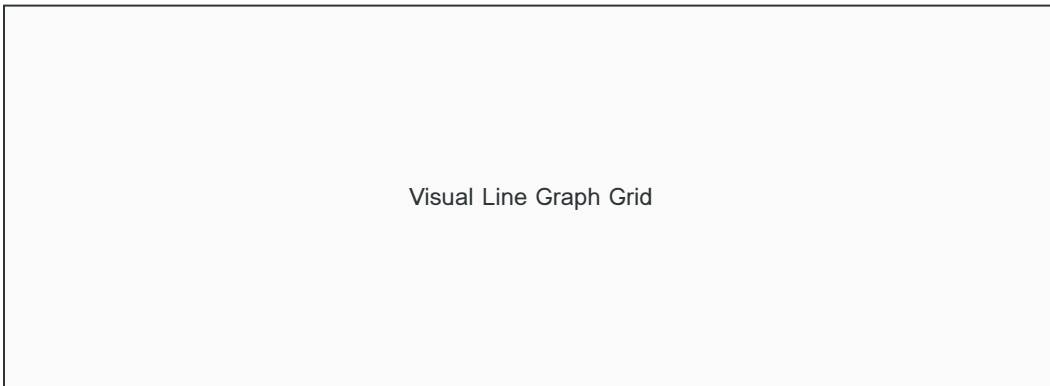
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Weekly Pattern Recognition #1

Days 1-7

Daily Average Energy Scores

Visual Line Graph Grid



Reflection Questions:

When did I force deep work at the wrong time? _____

When did I rest when I should have moved? _____

What pattern do I see in my crashes? _____

Key Insight:



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Weekly Pattern Recognition #2

Days 8-14

Daily Average Energy Scores

Visual Line Graph Grid

Reflection Question:

Which "low energy" tasks can I move to my low-energy windows?

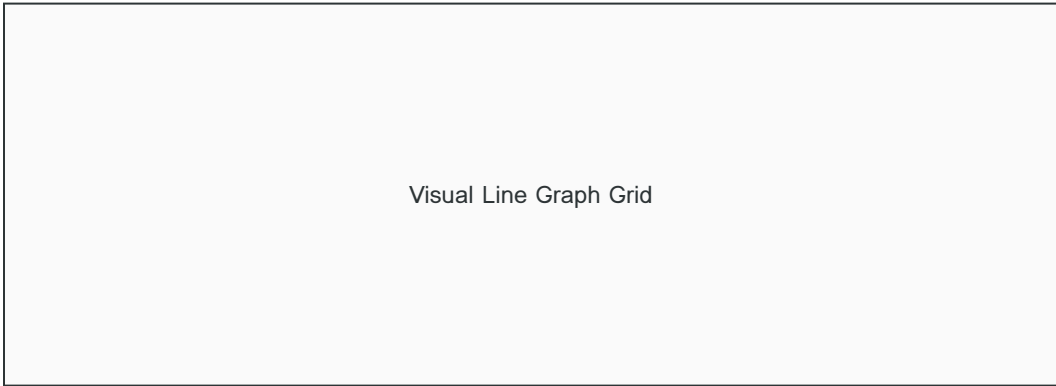
Key Insight:

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Weekly Pattern Recognition #3

Days 15-21

Daily Average Energy Scores



Reflection Question:

Who consistently appears in my "drained" column? _____

Key Insight:

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Weekly Pattern Recognition #4

Days 22-30

Daily Average Energy Scores

Visual Line Graph Grid

Reflection Question:

What's my actual capacity vs. my planned capacity? _____

Key Insight:

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The Energy Boundary Blueprint

Protecting the Peaks Strategy

This strategy focuses on identifying and safeguarding your periods of highest energy and focus for your most critical work, while strategically allocating lower-energy tasks to less demanding times.

My High Creative hours are: _____

(Protect these for deep work)

My Low Focus hours are: _____

(Schedule admin/email here)

My hard stop time is: _____

(No work after this)

Extraction Box:

One boundary I must communicate to others:

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The Task-Energy Matrix

This matrix helps you categorize your recurring tasks based on their energy demands and priority, enabling more efficient scheduling.

	High Priority	Low Priority
High Energy		
Low Energy		

Instructions:

List recurring tasks and place them in the appropriate quadrant.

<p>Extraction Box:</p> <p>Which task have I been doing at the wrong energy level?</p> <hr/>
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The Social Energy Audit

Evaluate the energy impact of your key relationships to understand who or what nourishes and drains you.

Person/Relationship	Energy Impact (-5 to +5)	Frequency of Interaction

Extraction Box:

Who needs a boundary? Who needs more time?

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The Digital Energy Drain

Identify digital habits and platforms that deplete your energy and establish boundaries to mitigate their impact.

Depletion Checklist:

Email (Rate 1-10): _____

Slack/Messaging (Rate 1-10): _____

Social Media (Instagram, Facebook, TikTok, etc.) (Rate 1-10): _____

News/Information Consumption (Rate 1-10): _____

Other (Specify): _____ (Rate 1-10):

Extraction Box:

One digital boundary to implement:

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The Decision Fatigue Log

Track the number and type of decisions you make daily to identify areas for automation or delegation.

Decisions Made Today:

Count: _____

Micromanagement Decisions:

Highlight "micromanagement" decisions that could be automated/delegated:

List of decisions:

Extraction Box:

One decision I can make once and never again:

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The Restoration Menu

Cultivate a personalized menu of truly restorative activities to recharge your energy.

High-Quality Restoration Activities:

- Nature exposure (e.g., a walk in the park, gardening)
- Social connection (e.g., meaningful conversation with a loved one)
- Movement (e.g., gentle stretching, yoga, dancing)
- Creation (e.g., painting, writing, playing music)
- Sensory deprivation (e.g., meditation, quiet reading)
- _____
- _____
- _____
- _____
- _____

Extraction Box:

What actually restores me vs. what I think should restore me?

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Weekly Ritual Template

Sunday Energy Preview:

Look at calendar, identify energy clashes, block recovery time

Friday Energy Review:

What worked? _____

What depleted? _____

Extraction Box:

Next week's energy intention:

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The 30-Day Integration

Synthesize your 30 days of tracking into actionable insights and commitments for sustainable energy management.

The Data:

My average high-energy window is: _____ to

The Pattern:

My crashes typically happen after: _____

The Boundary:

I will no longer schedule _____ during my peak hours

The Shift:

One major workflow change: _____

The Commitment:

I prioritize energy over hours

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Monthly Tracker (Condensed View)

Single-page calendar grid: 30 days, color-code energy levels (High/Medium/Low) - Visual heat map

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Legend: Color code your days based on overall energy levels: High (Light), Medium (Gray), Low (Dark)

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The Experiment Log

Design and track personal experiments to optimize your energy and productivity.

Experiment 1:

Hypothesis: _____

Result: _____

Keep/Discard: _____

Experiment 2:

Hypothesis: _____

Result: _____

Keep/Discard: _____

Experiment 3:

Hypothesis: _____

Result: _____

Keep/Discard: _____

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The Nourished Pace Manifesto

Embrace a philosophy that honors your biological rhythms and prioritizes sustainable well-being.

1. I work with my biology, not against it.
2. Rest is a performance tool.
3. My worth is not tied to my productivity.
4. Boundaries are acts of self-care.
5. I listen to my body's signals.

Signature: _____

Date: _____

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Instructions for Use

How to Print the Daily Tracker:

Print 30 copies of the "Daily Tracker Template" (Pages 3-4) for a full 30-day cycle. You may bind these pages together or keep them in a folder for easy access.

How to Use the Weekly Reviews:

At the end of each week, complete the "Weekly Pattern Recognition" pages to identify trends and insights. This reflection process is crucial for understanding your energy patterns and making informed adjustments.

When to Stop Tracking:

After 30 days, you will have sufficient data to understand your energy patterns. The goal is to integrate these insights into your daily life, not to track indefinitely. Use the integration page to synthesize your findings and commit to sustainable changes.

Further Resources:

For additional tools and resources, visit the Nourished Journeys website: www.nourishedjourneys.com

Final Thoughts:

This tracker is a tool for self-discovery and optimization. Be honest in your tracking, curious about your patterns, and compassionate with yourself as you learn to work with your energy rather than against it. Your energy is your most precious resource—honor it.

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