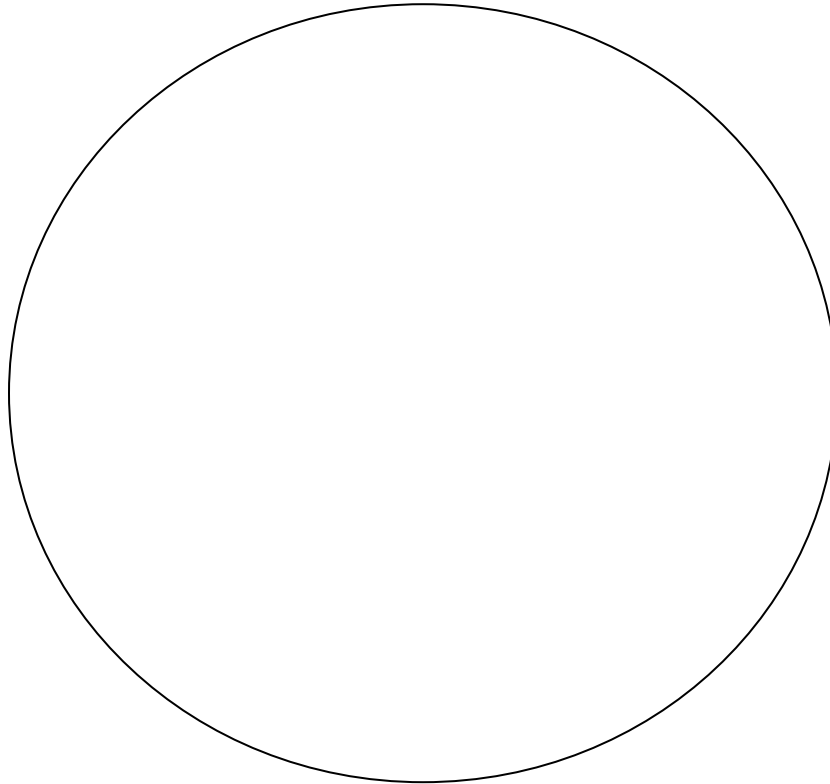


MY ENERGY USE  
Chart One: Current  
Chart Two: Ideal

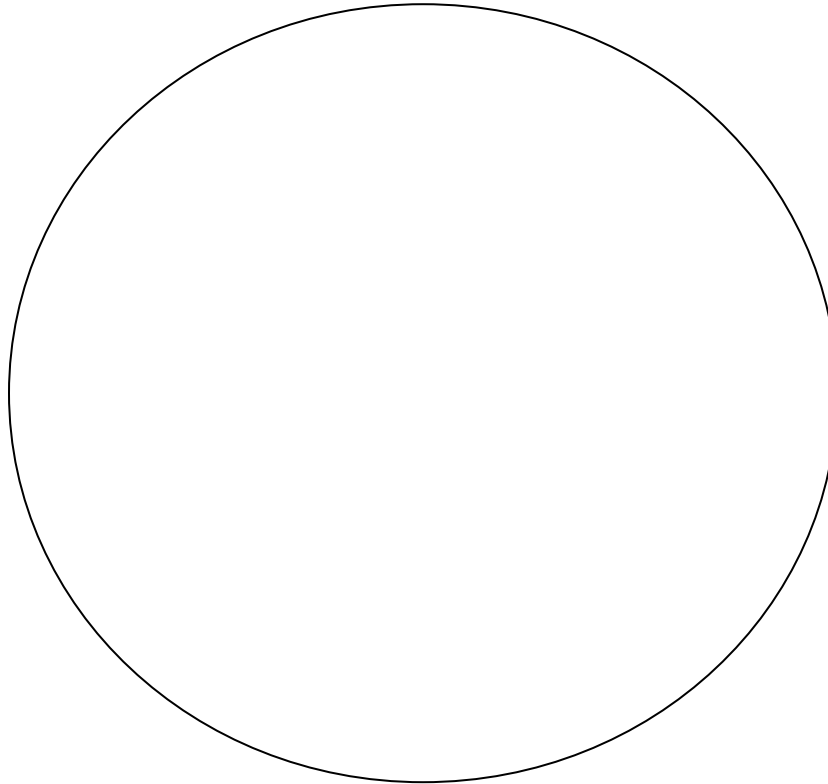
Fill in the blanks with percentages, then complete the pie chart based on how you currently spend your focus and energy.



1. Seeking clarity from management \_\_\_\_\_%
2. Dealing with personality problems & conflicts \_\_\_\_\_%
3. Communicating electronically \_\_\_\_\_%
4. Planning my day(s) \_\_\_\_\_%
5. Face-to-face with clients and customers \_\_\_\_\_%
6. Travel \_\_\_\_\_%
7. Giving and receiving feedback \_\_\_\_\_%
8. Working on my own skill development (deliberate practice) \_\_\_\_\_%
9. Asking process questions \_\_\_\_\_%
10. Coaching and mentoring \_\_\_\_\_%
11. Working on other peoples' problems \_\_\_\_\_%
12. \_\_\_\_\_ %
13. \_\_\_\_\_ %
14. \_\_\_\_\_ %

MY ENERGY USE  
Chart One: Current  
Chart Two: Ideal

Fill in the blanks with percentages, then complete the pie chart based on how you could *better spend your focus and energy*:



1. Seeking clarity from management \_\_\_\_\_%
2. Dealing with personality problems & conflicts \_\_\_\_\_%
3. Communicating electronically \_\_\_\_\_%
4. Planning my day(s) \_\_\_\_\_%
5. Face-to-face with clients and customers \_\_\_\_\_%
6. Travel \_\_\_\_\_%
7. Giving and receiving feedback \_\_\_\_\_%
8. Working on my own skill development (deliberate practice) \_\_\_\_\_%
9. Asking process questions \_\_\_\_\_%
10. Coaching and mentoring \_\_\_\_\_%
11. Working below grade \_\_\_\_\_%
12. \_\_\_\_\_ %
13. \_\_\_\_\_ %
14. \_\_\_\_\_ %