



LORRAINE JOHNSON
LIFE COACHING

Know, Be, and Do... Authentically You

TIME AND ENERGY MAXIMIZING ASSESSMENT

INSTRUCTIONS:

- Monitor your physical, mental and emotional energy levels daily on a scale of 1 to 10 (1 being the lowest and 10 being highest) at various times of the day.
- YOU determine what early morning, late morning, midday etc., is for you, but make it the same each day.
- Don't wait until the end of the day to assess how you felt earlier in the day. You won't be as accurate. Don't drive yourself crazy. Just gently notice and record your energy levels during these time periods for a week.
- At the end of the week, notice your energy patterns. For example, you may notice that you have your maximum physical energy very early in the day (meaning that may be the best time to go to the gym or run errands rather than later in the day or after work). Perhaps your mental energy is highest late mornings (that may be the best time for you to problem solve, have meetings and work on creative projects). When you find your emotional energy tends to be highest, (that may be the best time for you to deal with people, such as family and/or employee issues).
- The goal is to try to maximize your energy and time by matching YOUR energy peaks with the energy it takes to perform the tasks you have to do.
- You may want to monitor more specific energy levels such as creative energy, social energy or energy for mundane/ repetitive tasks. Simply replace the PHYSICAL, MENTAL, EMOTIONAL headings with whatever energy you want to monitor.
- Note: it may take more than a week of monitoring to find a discernable pattern in some cases.



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DAY 1	PHYSICAL	MENTAL	EMOTIONAL
EARLY MORNING			
LATE MORNING			
MID DAY			
EARLY AFTERNOON			
LATE AFTERNOON			
EARLY EVENING			
LATE EVENING			



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DAY 2	PHYSICAL	MENTAL	EMOTIONAL
EARLY MORNING			
LATE MORNING			
MID DAY			
EARLY AFTERNOON			
LATE AFTERNOON			
EARLY EVENING			
LATE EVENING			



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DAY 3	PHYSICAL	MENTAL	EMOTIONAL
EARLY MORNING			
LATE MORNING			
MID DAY			
EARLY AFTERNOON			
LATE AFTERNOON			
EARLY EVENING			
LATE EVENING			



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DAY 4	PHYSICAL	MENTAL	EMOTIONAL
EARLY MORNING			
LATE MORNING			
MID DAY			
EARLY AFTERNOON			
LATE AFTERNOON			
EARLY EVENING			
LATE EVENING			



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DAY 5	PHYSICAL	MENTAL	EMOTIONAL
EARLY MORNING			
LATE MORNING			
MID DAY			
EARLY AFTERNOON			
LATE AFTERNOON			
EARLY EVENING			
LATE EVENING			