

ENERGY LEAK CHECKLIST FOR EXECUTIVES

Spot your hidden energy drains and reclaim focus & balance

1. TASK-SWITCHING

- ☐ Switching between meetings, emails, and projects frequently
- ☐ Multitasking instead of focusing on one task at a time

Tip: Block a 60–90 min focus window daily

2. BACK-TO-BACK MEETINGS

- ☐ No breaks between calls
- ☐ Decisions fatigue builds without downtime

Tip: End meetings at :50 to create 10 min reset

3. OVER-ADAPTING / HIGH-MASKING

- ☐ Constantly adjusting to expectations
- ☐ Hiding challenges or stress

Tip: Find one safe space to drop the mask (coach, peer, mentor)

4. AFTER-HOURS OVERTHINKING

- ☐ Replaying the day or planning tomorrow in bed
- ☐ Difficulty switching off mentally

Tip: Try a 5-min “brain dump” before sleep

5. IGNORING ENERGY RHYTHMS

- ☐ Forcing hard work during low-energy periods
- ☐ Not leveraging natural peaks

Tip: Track your energy highs/lows for a week and align key tasks

6. LONG-TERM FATIGUE

- ☐ Regular exhaustion despite achieving results
- ☐ Ignoring warning signs of burnout

Tip: Schedule regular downtime and recovery blocks

If noticing these patterns feels tricky, having someone to explore strategies with can make a real difference.