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Elizabeth B. Crook



Live Large Worksheet:

Discover What Energizes You

Every day you are busy with things you need to accomplish. Tasks that need to be done. Goals to achieve. People to manage. Emails that need a response. This is part of being an achiever and someone who is successful in their work. Some of these activities are fulfilling while others are exhausting.

There is a lot of research that suggests being engaged in activities that draw on our special talents or gifts are inherently more pleasurable than those that don't. Few of us have stopped to think about our gifts. We often think to ourselves, "What gifts?!" In order to live large, we need to know what activities bring us to life, give us energy and are enjoyable. There will always be things we have to do that we don't enjoy or love doing, but if we can identify the activities that energize us, we can focus on increasing those activities so that we have more enjoyment in our daily responsibilities and work.

This exercise will help you to identify your gifts and talents so that you can invite more of them into your life and work.

ENERGIZING & DEPLETING EXERCISE

STEP #1: LIST YOUR DAILY ACTIVITIES

Get a block of post it notes (small, medium...whatever size) OR use the chart at the end of this worksheet. Think about the activities you do during the day. One activity per post it note. You can feel free to use the attached worksheet to capture your activities.

Example: If you are in sales... (don't just say make sales):

- Identify new prospects,
- Follow up on leads from marketing,
- Assessing a client's needs,
- Creating a proposal or presenting it,
- Negotiating terms,
- Closing an order,
- Have face to face meeting with potential client, or
- Closing the sales report

You may have a dozen or several dozen post-its, it doesn't matter

STEP #2: DIVIDE YOUR ACTIVITIES INTO TWO GROUPS

As you look at all your post-it's, divide them into two groups:

Which activities **energize** you?

Have you ever spent an hour or a day doing something even though you were tired on some level you felt energized? What activities are easy for you? When do you lose track of time doing your work activities?

Which activities **deplete** you?

What activities slow you down? Drain your energy? Which do you postpone doing?

Want to hear a story about a client identifying her gifts? [Click here](#).

STEP #3: ADD UP THE HOURS

Now that you have two groups, ask yourself:

How much time do you spend in activities that energize you? Write that number down. Put it with the first group of post-it notes.

How much time do you spend in activities that deplete/drain you? Write that number down. Put it with the second group of post-it notes.

If you are spending more than half your time on the activities that are draining, you probably aren't having much fun at work.

STEP #4: GET CURIOUS!

Look at all the activities and group them into themes.

If the activities are energizing, what do they involve? If they are depleting, what do they involve?

Are there clusters of activities that seem similar? Group your activities that seem to be similar in terms of what you are doing, how you are relating to others, how they fit within a time frame.

Once in groups, try to give each group a title that captures a theme of what that group is about.

How can you start doing more of the activities that pull on your talents and gifts? How can you do more activities that energize you and less activities that deplete you? What would that look like tomorrow? Next week? In the next phase of your life?

If you are looking to take a small step into living large, then start by shifting your daily work tasks so that you spend more than 50% of your time on activities that energize you rather than drain you. If you are taking time to reevaluate your next phase, identifying what energizes you will help you to start to create an idea of the activities you need to be doing more of in your next phase. The activities that energize you are your talents and gifts and the world needs more of your gifts!

Use the chart on the next page to summarize your findings...

DAILY ACTIVITIES

ENERGIZING ACTIVITIES

DEPLETING ACTIVITIES