



DISCOVER WHAT ENERGIZES AND DRAINS YOU AT WORK

This exercise helps you identify the tasks you love and dislike in your job to evaluate your current role and consider if you can pivot in your current position or whether you want to seek a new opportunity.

Instructions:

- 1. Set Aside Time:** over the next week, commit to dedicating 5-10 minutes each day to reflect on your work tasks.
- 2. Create Your List:** On a sheet of paper, draw a line down the middle. Label the left side “Energizing Tasks” and the right side “Draining Tasks.”
- 3. Daily Reflection:**
 - **Energizing Tasks:** Each day, write down the tasks that energize you on the left side. These are activities that you enjoy and leave you feeling fulfilled.
 - **Draining Tasks:** On the right side, note the tasks that drain your energy. These are the activities that leave you feeling exhausted or unfulfilled.
- 4. Reflect and Analyze:** After a week, review if you have a comprehensive list or need more time. Continue another week, if needed. Then ask yourself the following questions:
 - *What can I continue doing in my current job that energizes me?*
 - *What tasks can I stop doing or delegate to others who enjoy these tasks?*
 - *What new activities can I start that would energize me in my job?*
- 5. Prepare for Your Coaching Session:** Use your insights to prepare for your conversation with your coach. This will help you articulate your needs and goals more clearly.

By engaging in this exercise, you’ll gain valuable clarity about your role and whether it aligns with your passions and career goals.