



## TIME ASSESSMENT

# ENERGY VAMPIRES & SUPER POWERS

This exercise is intended to increase self-awareness of where your time is being spent. By identifying the specific activities at a granular level, you can see how much time is being spent in areas that make you feel not so great, versus time spent in your super powers zone where you are able to effectively leverage your strengths.

*People who use their strengths every day are six times more likely to be engaged on the job.  
Teams that focus on their strengths are 12.5% more productive.*

It is unrealistic to think we can completely eliminate everything at work that we simply don't like to do. However, by identifying those things we can then work to minimize them. Aim for no more than 25% of your week spent in those kinds of activities, with 75% of your time spent in areas that make you feel strong.

1. In the “Energy Vampires” column list out work tasks that are part of your responsibilities but that don't make you feel strong. They might be things that you don't look forward to. They might be things that you procrastinate completing. These tasks take a lot of your energy and leave you feeling depleted. In a perfect world you wouldn't do any of these things. Note that you might be really good at these tasks, but that doesn't necessarily mean that you like doing them.
2. In the “Ok” column list out work tasks that you feel neutral or slightly positive about. You don't dislike these to the extent of the “Energy Vampires”, but you might not feel super excited about them either. Think of these as neutral items – work tasks that you do and are proficient at, but they might not be what you really enjoy.
3. In the “Super Powers” zone list out work tasks that you really enjoy. These are things that you get excited about doing. While they make take a lot of energy, you feel good about devoting that time and effort. You look forward to doing these things and appreciate when you are recognized for your contributions in this area.
4. Now, think about the “Energy Vampires” activities. Can you identify the strength(s) needed in those areas? Are those strengths in your Top 5 or 10?

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5. Think about the “Ok” column. Can you identify the strengths that you are using to complete these activities? Are those strengths in your Top 5 or 10?
6. Finally, reflect on the things you listed in the “Super Powers” zone. Can you identify the strengths that you are using to really perform in these activities? Which of your top strengths are most at work in these things?
7. Have a conversation with your manager about these things. Are they surprised? Remember that your feelings are valid – no other person can tell you how to feel.
  - a. What can you do to minimize the “Energy Vampire” activities, or make them less of a grind for you?
  - b. Are there any tweaks that can be made to the “Ok” activities that would tip them over into the “Super Powers” zone?
  - c. What can you do to increase the time spent in your “Super Powers” zone?
8. Consider sharing these findings as a team.
  - a. Are there any surprises?
  - b. Is there opportunity for task switching? Often things that are in your “Energy Vampire” column are “Super Powers” for someone else.
  - c. Are others aware of the “Super Powers” of each team member?



## TIME ASSESSMENT EXAMPLE

ENERGY VAMPIRES	OK	SUPER POWERS
<ul style="list-style-type: none"> <li>• Weekly productivity reports</li> <li>• Email</li> <li>• Phone calls</li> <li>• Listening to voicemails</li> <li>• Weekly conference call with the extended team – only 5% is relevant to me</li> <li>• Being on the Holiday Party Committee</li> <li>• Monitoring the customer complaint inbox</li> <li>• Writing performance reviews</li> <li>• Cleaning up the break room b/c other people can't figure out how a dishwasher works</li> <li>• Being on "front door" duty</li> <li>• Filing</li> <li>• Replacing the toner in the copy machine</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly staff meeting</li> <li>• Required monthly compliance training</li> <li>• Answering questions from others on the ABC project</li> <li>• Contributing to the design look of the new website</li> <li>• Conducting the monthly training for new hires</li> <li>• Mentoring others</li> <li>• Delivering performance reviews</li> <li>• Managing the project in the PM software</li> </ul>	<ul style="list-style-type: none"> <li>• Leading the XYZ Project Meeting</li> <li>• Getting to select &amp; attend quarterly professional development training</li> <li>• Brainstorming with others about possible new products</li> <li>• Getting to be interviewed by the local TV station about our new launch</li> </ul>
<p><b>STRENGTHS BEING USED:</b></p> <ul style="list-style-type: none"> <li>• DISCIPLINE</li> <li>• RESTORATIVE</li> <li>• WOO</li> <li>• CONSISTENCY</li> </ul>	<p><b>STRENGTHS BEING USED:</b></p> <ul style="list-style-type: none"> <li>• COMMUNICATION</li> <li>• DEVELOPER</li> <li>• ARRANGER</li> <li>• RELATOR</li> <li>• RESPONSIBILITY</li> <li>• IDEATION</li> </ul>	<p><b>STRENGTHS BEING USED:</b></p> <ul style="list-style-type: none"> <li>• IDEATION</li> <li>• COMMUNICATION</li> <li>• ARRANGER</li> <li>• LEARNER</li> <li>• SIGNIFICANCE</li> </ul>
<p><b>% OF TIME: 30%</b></p>	<p><b>% OF TIME: 40%</b></p>	<p><b>% OF TIME: 30%</b></p>

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<b>STRENGTHS BEING USED:</b>	<b>STRENGTHS BEING USED:</b>	<b>STRENGTHS BEING USED:</b>
<b>% OF TIME:</b>	<b>% OF TIME:</b>	<b>% OF TIME:</b>

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