

LEADERSHIP COACHING GUIDE

Using the Energy Tracker Worksheet
During Organizational Restructuring



Empower Yourself Through Change

Discover how tracking your energy can reveal hidden strengths, prevent burnout, and help you lead with greater clarity and resilience, especially during times of organizational uncertainty.

Grounded in Positive Psychology and the Broaden-and-Build Theory

- ❖ Expand your awareness
- ❖ Strengthen your leadership
- ❖ Thrive through change

Mae Newsome
ICF Certified Professional Coach (PCC)
ChangingYourLifeCoaching.com



Leading Through Change: The Executive's Guide to Energy and Clarity

*Support emotional resilience, navigate uncertainty,
and lead with clarity using the Energy Tracker tool*

Purpose of the Guide

This guide is designed to help senior management and executives use the Energy Tracker Worksheet as a tool for navigating uncertainty and transitioning during organizational restructuring. The guide uniquely combines the principles of positive psychology, specifically Fredrickson's Broaden and Build Theory with practical energy tracking to support leaders during times of change.

The Broaden and Build Theory developed by Barbara Fredrickson is based on how positive emotions; such as, joy, interest, etc. broadens a person's awareness and attention allowing them to consider a wider range of possibilities and perspectives. The more expansive your state of mind is, helps you to discover new and creative ideas, build social bonds, and increase your resilience. Therefore, helping an individual to be better equipped to cope with challenges and improve their overall well-being.

This integration offers a novel approach to enhancing self-awareness, resilience, and strategic decision-making for senior management and executives navigating organizational restructuring.

Guide Instructions

First, complete the Energy Tracker Worksheet and Daily Energy Tracker Table over a 5-day period, listing your top 3 activities for each Area of Development.

Next, once you have completed tracking over the 5 days, then complete the Coaching Prompts for each Area of Development and the End of Week Reflection.



Area of Development

1. Gain Personal Clarity Amid Uncertainty

Challenge: Restructuring brings role ambiguity, shifting expectations, and added pressure.

How the Energy Tracker Helps:

- Identifies leadership activities that energize vs. deplete
- Reveals patterns in time-of-day energy, team interactions, or task types
- Guides leaders to reallocate energy intentionally and protect capacity

Coaching Prompt:

- What patterns are emerging in your week?

- Where are you most in the flow?

- Where are you consistently drained?



2. Model Emotional Agility and Self-Awareness

Challenge: Teams mirror leadership tone. Emotional uncertainty spreads.

How the Energy Tracker Helps:

- Encourages leaders to self-reflect and model vulnerability
- Demonstrates adaptive behavior in the face of ambiguity

Coaching Prompt:

- How might you share your energy awareness practice with your team to normalize reflection and resilience?
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3. Redesign Roles Around Strengths

Challenge: New structures create new roles and responsibilities.

How the Energy Tracker Helps:

- Informs which tasks or roles align with executive strengths
- Enables collaborative role design based on energy insights (both leader and team)

Coaching Prompt:

- How can your energy insights inform how you delegate or redefine your role in the new structure?



4. Identify Burnout Risks Early

Challenge: Change increases workload and emotional labor, risking burnout.

How the Energy Tracker Helps:

- Tracks repeated drains and overwhelm signals
- Encourages proactive wellbeing strategies

Coaching Prompt:

- What consistent drains are you noticing?

- What adjustments could help you protect your energy this month?"

5. Align with Purpose and Long-Term Vision

Challenge: Restructuring can shake a leader's sense of meaning or direction.

How the Energy Tracker Helps:

- Reveals where leaders find meaning and flow
- Supports reflection on deeper career drivers and legacy goals

Coaching Prompt:

- Which energizing moments reminded you of why you lead?

- How might you build more of that into your future?



Energy Tracker Worksheet: Find Your Flow

*Discover what energizes you and where you
find flow by reflecting on your daily activities*

Instructions

Spend 5 to 10 minutes each day for 5 days tracking your top 3 activities, energy levels, and reflections. At the end of the week, review your entries to find patterns and insights. Answer the (1) Coaching Prompts for each Area of Development and the (2) End of the Week Reflection.

Emoji Energy Scale

Use this scale to rate how each activity made you feel.

- 🚫 **Draining:** You felt tired, frustrated, or depleted. It took energy away rather than giving it.
- 😐 **Neutral:** You did not feel particularly energized or drained. Just routine or not inspiring.
- 😊 **Somewhat Energizing:** You felt okay, mildly interested or engaged; however, not especially exciting.
- 😄 **Energizing:** You felt engaged, alert, and positive. You ended the task feeling better than you started.
- 🔥 **Fully Engaging / In the Flow:** You lost track of time and felt deeply absorbed, joyful, or purposeful.



Daily Energy Tracker Table
Repeat this table daily for 5 days

Date	Top 3 Activities for Area of Development	Energy Level ☹️ 😐 😊 😄 🔥	What Made You Feel This Way?	Time of Day, People Involved, etc.
	1.			
	2.			
	3.			
	1.			
	2.			
	3.			
	1.			
	2.			
	3.			
	1.			
	2.			
	3.			
	1.			
	2.			
	3.			



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"Coaching People to Achieve Life Changing Goals and Dreams"

End of Week Reflection

Take a few minutes to review your completed table and reflect on the following:

1. Which activities consistently energized you?
2. Which ones drained your energy?
3. What patterns do you notice (e.g., time of day, people involved, type of work, etc.)?
4. When did you feel in the flow, fully engaged, and time flew by?
5. How can you incorporate more energizing activities into your week?
6. What might this tell you about your ideal work environment or career direction?

Tips for Deeper Insight

- Track at consistent times (e.g., evening or end of workday).
- Be honest and curious, this is about you!
- Do not overthink it. Quick reflections can reveal powerful insights.

Take Action

Schedule your [Complimentary Discovery Coaching Session](#) now, so that I can learn more about you, your insights, and patterns from completing this worksheet. It would be a great opportunity to determine whether or not we would be a good match in working together in helping you to find solutions and take actions for managing your energy more effectively.

I would be happy to hear your feedback, regarding what you liked about the guide, what you believe could be improved, or if you have any questions or need clarification about it. Send your response to me at: Info@ChangingYourLifeCoaching.com.

The Energy Tracker Worksheet is grounded in Positive Psychology and Fredrickson's Broaden-and-Build Theory (2001), this tool empowers leaders to expand awareness, access resilience, and lead with emotional clarity through change.



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Notes

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