

## The Energy Filter

### TASKS:

Fill out the tables below by entering the **tasks** that you do on a regular basis. Check one of the boxes to the right of the task whether it **"gives"** you energy or it **"takes"** energy away from you. Then list the reasons why it gives or takes energy and what action you can take to incorporate more of the tasks that give you energy and what action you can take to manage the tasks that take energy away from you.

<b>TASK:</b>	<i>R Factor DOS Conversation</i>	<b>GIVER</b>	<input checked="" type="checkbox"/>	<b>TAKER</b>	<input type="checkbox"/>
<b>Why:</b>	<i>It always enhances my relationships</i>				
<b>Action:</b>	<i>R DOS a must for every relationship I want to enhance</i>				
<b>TASK:</b>	<i>Outline my weekly calendar</i>	<b>GIVER</b>	<input type="checkbox"/>	<b>TAKER</b>	<input checked="" type="checkbox"/>
<b>Why:</b>	<i>It takes 30 minutes per week</i>				
<b>Action:</b>	<i>Complete Friday morning for following week</i>				
<b>TASK:</b>	<i>Review emails</i>	<b>GIVER</b>	<input type="checkbox"/>	<b>TAKER</b>	<input checked="" type="checkbox"/>
<b>Why:</b>	<i>Time consuming &amp; distracting</i>				
<b>Action:</b>	<i>Review twice a day, 7:00 am and 3:00 pm</i>				
<b>TASK:</b>	<i>Create tools</i>	<b>GIVER</b>	<input checked="" type="checkbox"/>	<b>TAKER</b>	<input type="checkbox"/>
<b>Why:</b>	<i>I love to find a better way and share it!</i>				
<b>Action:</b>	<i>Create tool concept mid-day when I'm tired or bored</i>				
<b>TASK:</b>		<b>GIVER</b>	<input type="checkbox"/>	<b>TAKER</b>	<input type="checkbox"/>
<b>Why:</b>					
<b>Action:</b>					
<b>TASK:</b>		<b>GIVER</b>	<input type="checkbox"/>	<b>TAKER</b>	<input type="checkbox"/>
<b>Why:</b>					
<b>Action:</b>					
<b>TASK:</b>		<b>GIVER</b>	<input type="checkbox"/>	<b>TAKER</b>	<input type="checkbox"/>
<b>Why:</b>					
<b>Action:</b>					