

TEAM ENERGY MANAGEMENT PLAN

Purpose

Create collective approaches to preventing burnout and maintaining sustainable high performance.

Instructions

Complete this worksheet with input from your team to develop shared energy management practices.

Part 1: Team Energy Assessment

Current State Evaluation

Rate the team's overall energy level (1-10): ____

Team energy trends over the past 3 months: ☐ Improving ☐ Stable ☐ Declining ☐ Fluctuating

Significant factors affecting team energy:

Energy Drains

What consistently depletes the team's energy?

Process/structural drains:

Meeting/communication drains:

Workload/capacity drains:

Relationship/dynamic drains:

Energy Sources

What consistently enhances the team's energy?

Work content energizers:

Connection/collaboration energizers:

Recognition/impact energizers:

Process/system energizers:

Part 2: Individual Needs and Preferences

Gather input from team members about their individual energy management needs:

Work Rhythm Preferences

When team members tend to be most productive:

Preferred focus vs. collaboration time balance:

Individual recharge activities identified:

Communication Preferences

Preferred communication channels for different purposes:

Response time expectations that work for team members:

Meeting preferences (frequency, duration, format):

Support Needs

Types of support team members value most:

How team members prefer to receive help:

Conditions that help team members thrive:

Part 3: Team Norms Development

Based on the assessment and individual preferences, develop team energy management norms:

Focus Time Protection

Designated quiet/focus hours:

How these will be protected:

Exceptions process:

Meeting Hygiene

Standard meeting lengths:

Required elements for meeting requests:

Meeting-free periods:

No-meeting days or times:

Communication Protocols

Expected response times for different channels:

After-hours communication guidelines:

Weekend/vacation communication boundaries:

Workload Management

Process for flagging capacity issues:

Prioritization framework:

Resource reallocation approach:

Recovery Practices

Regular breaks during workday:

Team recovery activities:

Coverage during time off:

Time-off planning approach:

Part 4: Early Warning System

Develop a system to identify energy issues before they become serious:

Individual Warning Signs

Observable indicators of potential burnout:

How team members can flag personal energy concerns:

Support options when warning signs appear:

Team Warning Signs

Collective indicators of team energy problems:

Process for raising team-level energy concerns:

Response plan for team energy dips:

Part 5: Energy-Enhancing Practices

Identify specific practices to maintain and boost team energy:

Daily Practices

Energy check-ins or rituals:

Work/break cadence:

End-of-day completion ritual:

Weekly Practices

Team connection activities:

Progress recognition approach:

Reflection and learning process:

Monthly/Quarterly Practices

Celebration rituals:

Renewal activities:

Workload/priority reset process:

Part 6: Manager Commitments

As the team's manager, your specific commitments to support energy management:

How you'll model healthy energy management:

How you'll protect the team from energy drains:

How you'll support individual energy needs:

How you'll check in on team energy:

Part 7: Implementation and Review

Plan for putting these practices into action:

Initial changes to implement:

Communication plan for these changes:

How and when we'll review effectiveness:

Process for evolving our approach:

Additional Context:

Effective team energy management is built on several key principles:

- **One size doesn't fit all** - Different team members have different energy patterns and needs
- **Sustainability trumps intensity** - Consistent, sustainable performance beats short bursts followed by recovery
- **Energy, not just time, is the critical resource** - An hour of high-energy work often accomplishes more than three hours of low-energy effort
- **Collective practices matter** - Individual energy management alone isn't enough when team practices create unsustainable demands
- **Leadership sets the tone** - Team members take cues from their manager's energy management behaviors
- **Prevention beats recovery** - It's easier to maintain energy than to restore it after burnout

The most productive teams aren't those that work the longest hours but those that strategically manage collective energy to maintain engagement, creativity, and well-being.

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