

# Energy Board Job Aid



This tool will help sexual and reproductive health agency managers support their staff to identify tasks that energize and tasks that drain them. Encouraging staff to independently reflect on and name out loud what lifts them up and what brings them down creates shared awareness and understanding. It also allows the team to note overlaps, gaps, and opportunities: Which tasks can be shared? Which tasks could be redistributed?

## Instructions

1. Make a line down the middle of a whiteboard, cork board, or virtual whiteboard in a private space (not visible to clients), and label the whole thing "Energy Board."
2. Write "Fires me up!" on the top left and "Wears me out!" on the top right.
3. Ask staff to notice their energy levels over a 7–10 day period and to record tasks they find energizing and tasks they find draining **in the table below.**
4. Ask them to transfer their ideas from the table to the collective Energy Board using sticky notes or notecards.

Fires me up!	Wears me out!

5. Use this Energy Board as a place to launch discussion about experiences and preferences. Here are some possible questions for conversation and reflection:
  - a. What do team members notice about the energizing and draining tasks?
  - b. Which tasks can be shared?
  - c. Which tasks could be redistributed?
  - d. If tasks can't be shared or redistributed, what else can be done to help minimize feelings of being drained or worn out?
  - e. What can we do to ensure everyone on the team has opportunities to feel nourished or energized?