



The Joyful Assistant

Energy Audit

Find out what's draining your energy—and where you can begin getting some of it back.

**A 10-minute check-in for Executive Assistants
& Virtual Assistants**

"You spend so much time noticing what everyone else needs. This is ten minutes to notice what you need".

Where Is Your Energy Going?

Assistants are incredibly good at noticing what everyone else needs. We notice the meeting that needs moving, the email that needs answering, the executive who's overwhelmed, and the client who needs reassurance. We're not always as good at noticing what all of that is costing us. That's what this little audit is for. Don't overthink your answers.

Rate each item based on how it feels in your life right now.

Use this simple 1–5 scale:

1 — Gives me energy 2 — Mostly positive 3 — Neutral 4 — Drains me 5 — Drains me a lot

Work & Client Energy

What I'm noticing	1-5
Non-urgent messages or requests after hours	
Last-minute tasks that become your emergency	
Unclear priorities or constantly shifting expectations	
Absorbing an executive's or client's stress	
Repetitive work that no longer feels meaningful	
Meetings that could have been an email	
Micromanagement or feeling undervalued	
Feeling like you have to be available all the time	

You & Your Life

What I'm noticing	1-5
Saying yes when you really want to say no	
People-pleasing or worrying about disappointing others	
Carrying work stress long after the workday ends	
Not making enough time for things that restore you	
Fear or scarcity thinking about money, clients, or job security	
Skipping breaks or putting your own needs last	



What Fills You Up?

An energy audit shouldn't only show you what's wrong. Notice what already fills you up — at work and outside of it.

At work, I feel more energized when...

In my life, I feel more like myself when...

Your Energy Pattern

Look back at your ratings. You don't need to calculate a score. Just notice the pattern.

Where do most of your drains seem to be coming from?

- ☐ **Too much availability**
- ☐ **Too little clarity**
- ☐ **Taking responsibility for other people's emotions**
- ☐ **Work that no longer fits or feels meaningful**
- ☐ **Putting myself last**
- ☐ **Fear about disappointing someone**
- ☐ **Something else:**

What surprised you?

The 3 things taking the most from me right now

1.

2.

3.



Give Yourself Permission

You don't have to fix everything you just noticed. Start with the one thing that feels most important—or most possible—to change.

Looking at your audit, what might you need to give yourself permission to do differently?

- ☐ **Not answer immediately**
- ☐ **Ask for clearer priorities**
- ☐ **Take the break**
- ☐ **Say no—or not yet**
- ☐ **Stop carrying someone else's stress**
- ☐ **Ask for help**
- ☐ **Protect time that belongs to me**
- ☐ **Let 'good and done' be enough**
- ☐ **Something else**

My Permission

This week, I give myself permission to...

One Small Step

One small action I'll take is...

Remember: A boundary doesn't have to be dramatic to matter. A small change in how you protect your time, attention, or energy still counts.



You Don't Have to Fix Everything Today

You just did something important: you stopped long enough to notice where your energy is going.

You don't need to change your whole career by Friday. You don't need to become better at everything. And you definitely don't need to turn this into another list of things you're supposed to do perfectly.

Start with one thing. One permission. One small change that gives a little energy back to you.

That's enough for today.

Need Help Finding the Words?

Your Powerful Boundary Scripts bonus gives you practical language for protecting your time and energy—without feeling like you're letting everyone down.

Want to Go Deeper?

The Joy-First Framework™ was created for Executive Assistants and Virtual Assistants who are ready to stop putting themselves last. It brings together energy and boundaries, your Human Connector identity, abundance, and everyday practices for staying in joyful flow.

Explore the Joy-First Framework™

Keep Sparkling!

Coach Beth

