

# Score Guide to Your Overall Energy

0–3: **Excellent** energy management skills

4–6: **Reasonable** energy management skills

7–10: **Significant** energy management deficits

11–16: **Full-fledged** energy management crisis

## Guide to Category Scores

0: **Excellent** energy management skills

1: **Strong** energy management skills

2: **Significant** deficits

3: **Poor** energy management skills

4: **A full-fledged** energy crisis

## What You Need to Work on:

Write down number of checks in each category and prioritise from highest to lowest.

**Body** \_\_\_\_ **Emotions** \_\_\_\_ **Mind** \_\_\_\_ **Spirit** \_\_\_\_

Reference: The Energy Project QUIZ



# 30 SECOND IMAGE *Checklist*

BEFORE ANY WORK INTERACTIONS ASK YOURSELF:

- Is my hair looking great from all sides?
- Are my shoulders free of dandruff or fallen hair?
- Is there any noticeable nose or ear hair?
- Are my teeth clean? Breath fresh?
- Is my fragrance/after shave subtle?
- Are my nails neat and clean?
- Are my clothing items the right length (pants/jacket/skirt/sleeves/tie)?
- Is my clothing wrinkle free?
- Is what I'm wearing fitting correctly? Not bulging or too tight?
- Are there any frayed hems; loose buttons, threads; zips undone?
- Is my jewelry appropriate for work?
- Are my shoes clean and heels not scuffed?

## FOR WOMEN

- Does my grooming/make-up say professional?
- If wearing pantyhose - is it the correct color?
- If wearing open toe shoes - are my feet well pedicured?

## FOR MEN

- Am I closely shaven?
- If I have a moustache or beard is it well trimmed?
- Are my socks, belt the correct shade?



*Elegance is not about being Noticed,  
it's about being Remembered.*