Energy Planner

Managing your energy in the workplace throughout your Menopause journey:

Identifying Drainers & Givers

Menopause can bring significant changes to energy levels. It is crucial to understand what depletes and what replenishes your energy at work. This template helps you assess your energy drainers and energy givers so you can take action to maintain balance and wellbeing.

Step 1: Identify your Energy Drainers in the Workplace

List the situations, habits, or factors that leave you feeling exhausted or unmotivated. Build on the list below.

Energy Givers	Impact on Me
Eg: Back-to-back meetings without a break	*Mental fatigue, reduced focus, no time for bathroom breaks*
Eg: Overcommiting to tasks	*Increased stress, lack of recovery time, no time for self care*
Eg: Poor office temperature control	*Discomfort, disrupted focus, challenging managing hot flushes*

Step 2: Identify your Energy Givers in the Workplace

List the activities, habits and support systems that restore and boost your energy levels. Build on the list below.

Energy Givers	Impact on Me
Eg: Taking short movement breaks	*Improves mood, increases energy*
Eg: Eating a balanced meal	*Stabilises energy levels, improves focus*
Eg: Open conversations with supportive colleagues	*Reduces stress, increases motivation, builds support systems*

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Step 3: Action Plan

Using your lists, identify small but impactful changes to reduce energy drainers and incorporate more energy givers into your daily work life.

- *What is one drainer you can minimise or eliminate this week?*
- *What is one giver you can add or increase in your routine?*
- *Who can support you in making these changes?*
- *Build out your To-do list below*

To-Do List

By recognising and adjusting your energy drainers and givers, you can better manage menopause at work while maintaining productivity and wellbeing. What small step will you take today?

Support Person	Task	Status	Deadline
@Name	Explain what needs to be done	☐ ☐ ☐	
@Name	Make sure to include important details	☐ ☐ ☐	
@Name	Add more rows as needed	☐ ☐ ☐	

Notes for self

- Add links to relevant educational resources
- Write down questions and decisions
- Add reminders for yourself