

# ZERO WASTE AT WORK

## Energy vs Impact Worksheet

Cut the noise. Focus on what moves the needle.



### Purpose

This simple exercise helps you and your team identify what's worth doing, what needs improving, and what can be let go—so you can work smarter, not harder.



### Outcomes

- Protect team energy
- Improve clarity and focus
- Accelerate meaningful results



### Time Required

- 15–30 mins



### Resources

- A large printed copy of this worksheet (or a digital version)
- Sticky notes or a notes app (to capture tasks, meetings, and processes)
- A pen or marker

### Optional:

- A facilitator to guide the conversation
- A shared board or screen to map inputs together
- A timer to keep the session focused and energised

### STEP 1 Brain Dump 5 mins

Write down all your current tasks, meetings, and processes on separate sticky notes.

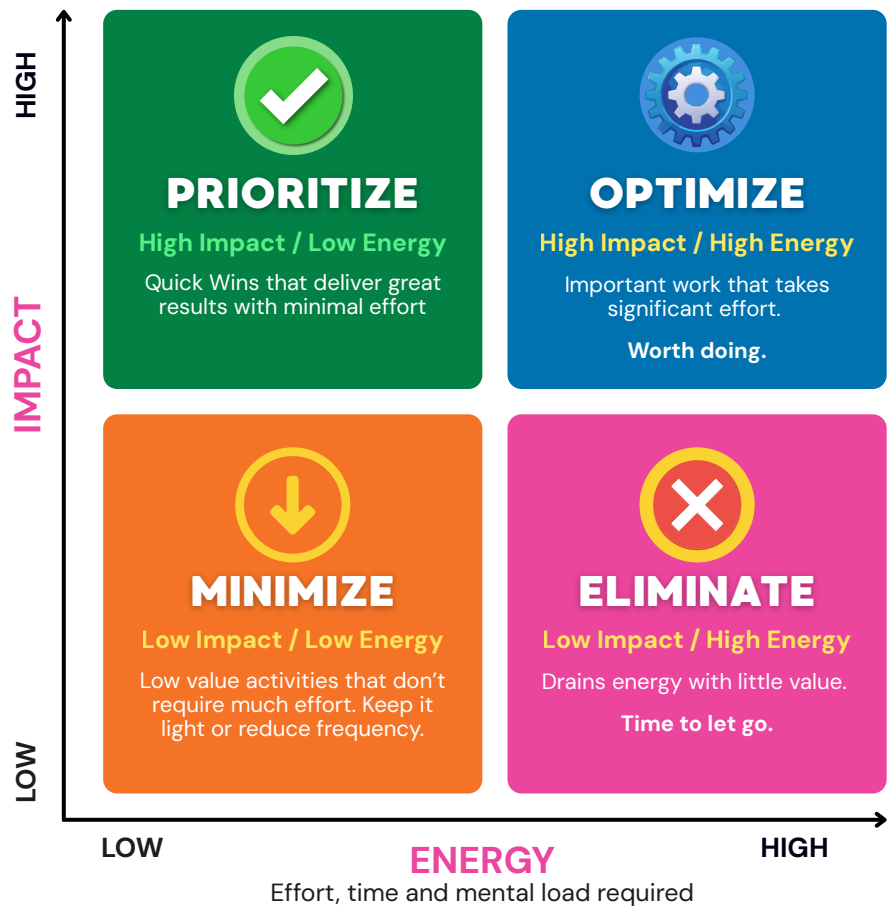
### STEP 2 Map It 10 mins

Plot each note into the matrix based on:

- **Impact** → How much value does this create?
- **Energy** → How much effort or time does this take?

### STEP 3 Take Action 5–10 mins

Use the quadrant prompts below to decide what to prioritise, optimise, minimise, or eliminate.

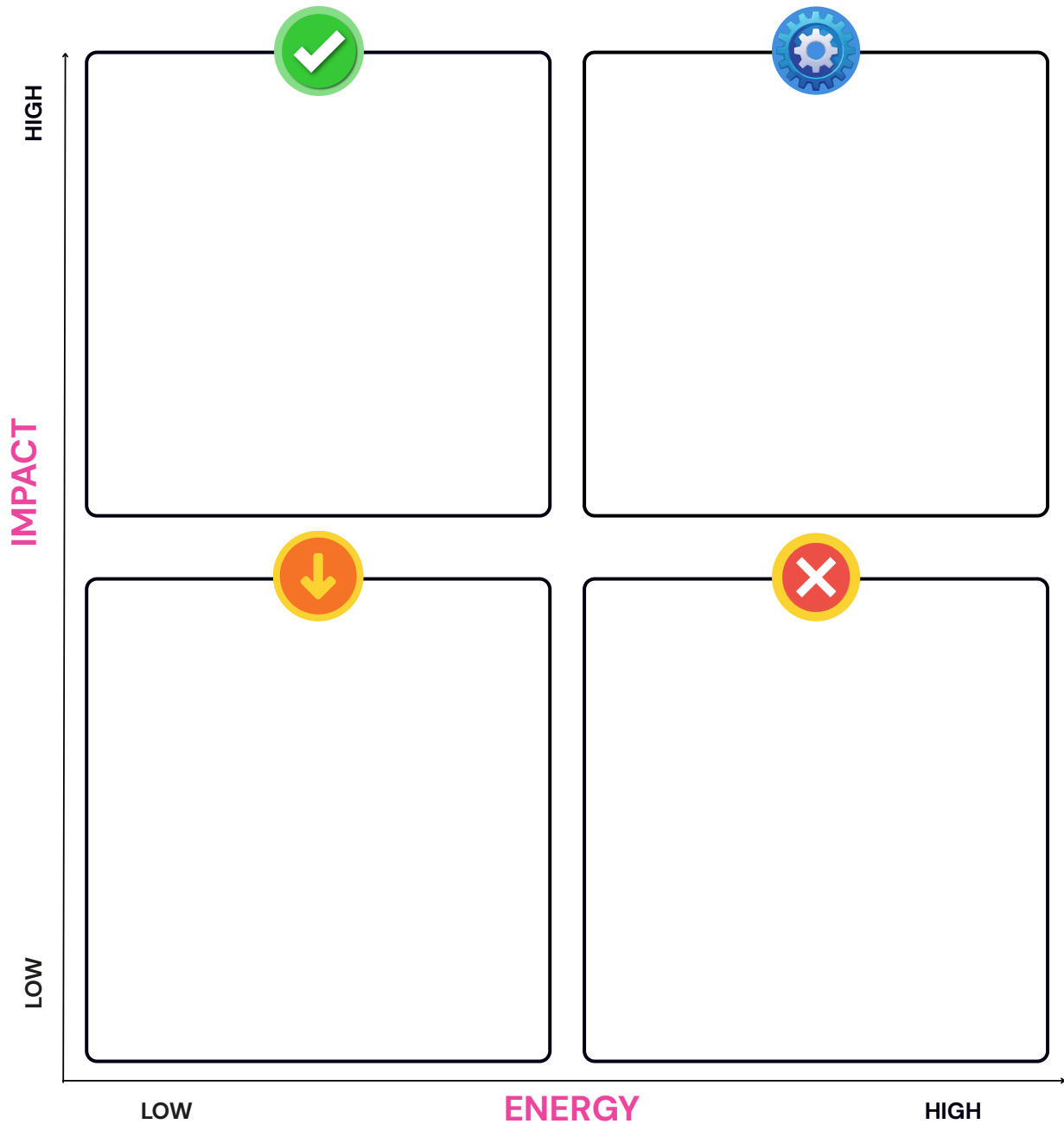


**Perky Tip:** If it drains energy and adds little value, it's not just inefficient, it's unsustainable.



# ZERO WASTE AT WORK

## Energy vs Impact Worksheet



### Reflection Questions

- What is currently draining the most energy in our team?
- What's adding the most value—and are we doing enough of it?
- What's one thing we can stop immediately?
- Where can we simplify instead of adding more?

Get future resources sent to your inbox!

