The Drive Home

The Worksheets

Printable copies of every worksheet in the book. Print as many as you need, for your own use.

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WORKSHEET 1.1

Yesterday on the scale

Five or six moments from yesterday that involved other people. Describe the kind of interaction, not the people.

MOMENT	ON THE SCALE	AT THE TIME	2 TO 3 HOURS LATER

On the scale: more outgoing · about normal · more reserved
At the time / later: better · same · worse / more tired · same · more energized

What felt good at the time but cost you later?

What gave you something back?

WORKSHEET 2.1

The Energy Map

A typical week, not one bad day. Be specific, and write the kind of interaction, not the person.

DRAINS	TYPE	RESTORES	TYPE

Drain types: V volume · S stakes · F friction · N noise
Restore types: D detachment · R relaxation · M mastery · C control

WORKSHEET 2.1

The Energy Map (continued)

My three biggest drains

My three biggest restores

Which of your drains are about volume, and which are about particular conversations?

Which of your restores are already in your week, and which ones keep getting squeezed out?

WORKSHEET 3.1

The Two-Week Log

Two minutes, once a day. If you miss a day, skip it and keep going.

DAY	ENERGY 1 TO 5	BIGGEST DRAIN	FOLLOWED ME? WHEN?	BEST RESTORE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

WORKSHEET 3.1

The Two-Week Log (continued)

Which drains showed up most often?

Which ones followed you, and where did the replay usually start?

On your higher-energy days, what restores were present?

WORKSHEET 3.2

Your Updated Map

Redraw your map using two weeks of evidence.

DRAINS	TYPE	RESTORES	TYPE

Drain types: V volume · S stakes · F friction · N noise
Restore types: D detachment · R relaxation · M mastery · C control

What changed? What did the log show that your first map missed?

WORKSHEET 4.1

Your Three Hardest

Hard interactions that are likely to come up again, not one-time events.

INTERACTION	WHAT MAKES IT HARD	HOW LONG IT STAYS	SEE IT COMING?

Which of the three stays with you longest?

Which one could you prepare for, because you usually see it coming?

WORKSHEET 5.1

The Prep Card

One hard interaction coming up in the next week or two. Fill it in once, then stop rehearsing.

What I want from this

My first line

If-then plan for the hardest moment

If-then plan for the second hardest moment

What I'll do right after

WORKSHEET 5.2

Prep for the Unexpected

For a hard interaction that comes without warning. Plan for the next time it happens.

What kind of interaction?

My first line

If-then plan for the hardest moment

What I'll do right after

WORKSHEET 6.1

Your Five Seconds

Pause, name it, ask. Plan each step before you need it.

THE MOMENT IT TURNS	WHAT I'LL NAME	MY QUESTION

One if-then plan that combines all three, for your hardest interaction

WORKSHEET 7.1

Your Recovery Routine

Keep each step small enough to do on your worst day.

1. Right after (one to five minutes)

2. When the replay starts

3. That evening

The if-then plan that starts the routine

WORKSHEET 7.2

Optional Writing Pages

An everyday hard interaction, not a traumatic event. About fifteen minutes. Private: nobody else needs to read it.

> **Stop rule.** If writing leaves you more stirred up each time, or the same event keeps pulling you back, stop and talk it through with someone you trust, or with a professional. See the note at the start of Part 2.

WRITING SESSION 1

What happened, and what did you feel?

Why did that unfold the way it did?

One if-then plan

WORKSHEET 7.2

Optional Writing Pages (continued)

> **Stop rule.** If writing leaves you more stirred up each time, or the same event keeps pulling you back, stop and talk it through with someone you trust, or with a professional. See the note at the start of Part 2.

WRITING SESSION 2

What happened, and what did you feel?

Why did that unfold the way it did?

One if-then plan

WORKSHEET 7.2

Optional Writing Pages (continued)

> **Stop rule.** If writing leaves you more stirred up each time, or the same event keeps pulling you back, stop and talk it through with someone you trust, or with a professional. See the note at the start of Part 2.

WRITING SESSION 3

What happened, and what did you feel?

Why did that unfold the way it did?

One if-then plan

WORKSHEET 8.1

The Behaviors That Get Noticed

The last three rows are for behaviors specific to your work.

BEHAVIOR	HOW OFTEN?	HOW MUCH DOES IT COST?
Speaking up early in a meeting		
Offering a direction when a group is stuck		
Following up one-on-one after a meeting		
Sharing your team's results with senior people		
Asking a question in a large group		
Starting a conversation with someone senior you don't know well		
Writing a short summary or recommendation after a discussion		

How often: often · sometimes · rarely **Cost:** a lot · a little · not much

WORKSHEET 8.1

The Behaviors That Get Noticed (continued)

My easy wins (low cost, rarely done)

My free traits (high cost, worth it)

Where each free trait matters most

WORKSHEET 9.1

Redesign One Recurring Moment

A recurring meeting or event that drains you, and that you can't or shouldn't skip.

The moment I'm redesigning

1. What can happen in writing beforehand?

2. What's my one point, and when will I make it?

3. What's the one-on-one follow-up?

4. Where's the recovery?

WORKSHEET 9.2

Your Relationship Map

Five people whose working relationship matters most to you this year.

PERSON (ROLE)	LAST REAL CONVERSATION	A QUESTION I'D LIKE TO ASK	WHEN I'LL ASK

WORKSHEET 10.1

Design Your Week

Use your calendar for next week.

DAY	DRAINS (★ FOLLOWS ME HOME)	FREE TRAITS	BUFFERS AND RECOVERY
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

Add at least ten minutes after every ★, and your recovery routine after every free trait. Block one longer recovery time in the week.

WORKSHEET 10.1

Design Your Week (continued)

My longer recovery block this week (when, and which restore)

What did I move?

What will I protect if the week gets busy?

WORKSHEET 10.2

Week in Review

Five minutes at the end of each week.

Week of _____

Which buffers held?

Which got eaten?

What will I change next week?

Week of _____

Which buffers held?

Which got eaten?

What will I change next week?

WORKSHEET 11.1

Your 30/90 Plan

Three tools to keep. Put both check-ins on your calendar now.

Tool 1 and its if-then plan

Tool 2 and its if-then plan

Tool 3 and its if-then plan

30-day check-in date

90-day check-in date

WORKSHEET 11.1

Your 30/90 Plan (continued)

30-day check-in Date: _____

PLAN	FIRED?	WHAT CHANGED?	NEXT: KEEP, CHANGE OR DROP
1			
2			
3			

90-day check-in Date: _____

PLAN	FIRED?	WHAT CHANGED?	NEXT: KEEP, CHANGE OR DROP
1			
2			
3			

WORKSHEET 11.2

Your Map, Ninety Days Later

Redraw your map, then compare it with Worksheet 2.1.

DRAINS	TYPE	RESTORES	TYPE

Drain types: V volume · S stakes · F friction · N noise
Restore types: D detachment · R relaxation · M mastery · C control

What's different from the first one?