

Phase three: Debrief and follow up



Energy waste hunt toolkit

This three-phase PDF series is your practical guide to spotting energy waste and taking action.

1 Plan your energy hunt

Choose your focus, engage your team and get logistics in place

2 Conduct your hunt

Get your team ready and lead the walkthrough to spot energy waste

3 Debrief and follow up

Review findings, decide what to act on and keep the momentum going

Meet Javier and Sophia, two energy managers tackling energy waste in different settings. As you work through this toolkit you will learn what to do, when to do it and how to use the right tools with real-world examples from their journeys.



Javier (industrial)



Sophia (commercial)

Each PDF is practical and packed with:

- Clear instructions for each step
- Templates and tools you can use right away
- Tips and examples to guide your team to action

Whether it is your first energy hunt or your fifth, this toolkit will help you make it count.

How to navigate this PDF:

- Use the **bookmarks panel** (on the right side) to jump between sections
- **Click** the download button to access tools and templates
- **Reveal** case examples from Javier and Sophia by clicking their images
- At the end of each PDF, you will find:
 - A quick **recapitulation checklist**
 - A **“what’s next”** section to guide you into the next phase of your energy hunt

This toolkit works best on a desktop or tablet, but you can also print or use the tools digitally. If you are using it for the first time, we recommend reviewing all three PDFs in order. Some actions, such as designing the preparatory session or scheduling the debrief session, are introduced in the first PDF but explained in more detail later. Reading the full toolkit first will give you the complete picture.

Phase three overview

1  Plan the hunt

2  Prepare participants

3  Conduct the walkthrough

4  Debrief and prioritize

5  Follow up and act



Phase one



Phase two

This phase covers step four and step five of the energy hunt process

Why this phase matters

Even the best energy hunt can lose momentum without follow-through. This stage helps you turn findings into action and keep your team engaged.

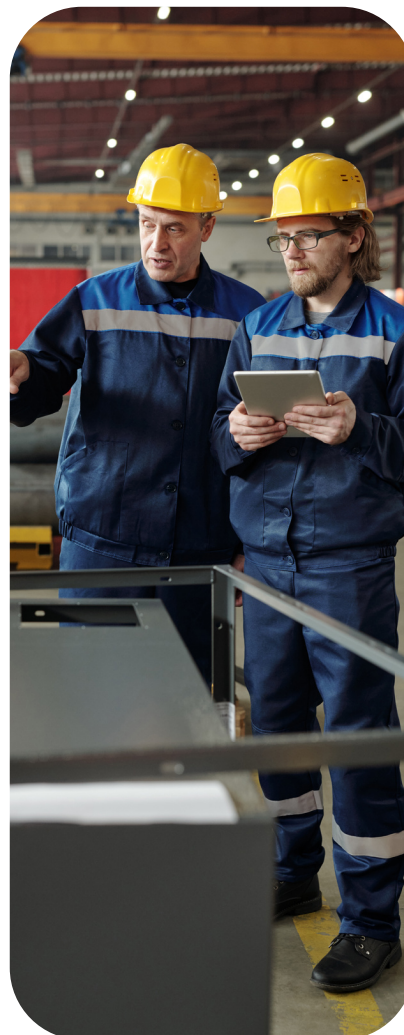
A solid debrief and follow-up process will help you:

- Turn observations into shared learning
- Focus on what is most feasible and impactful
- Build ownership through team involvement
- Show staff their input mattered by acting on it

Together, these steps help you maintain momentum and drive lasting energy savings.

What you do in this phase:

- Host a debrief session to reflect and share findings
- Work with participants to sort and prioritize the opportunities they identified
- Decide together who will take the lead on next steps and how to follow up
- Keep everyone informed and motivated to keep the momentum going



Start here

Phase overview

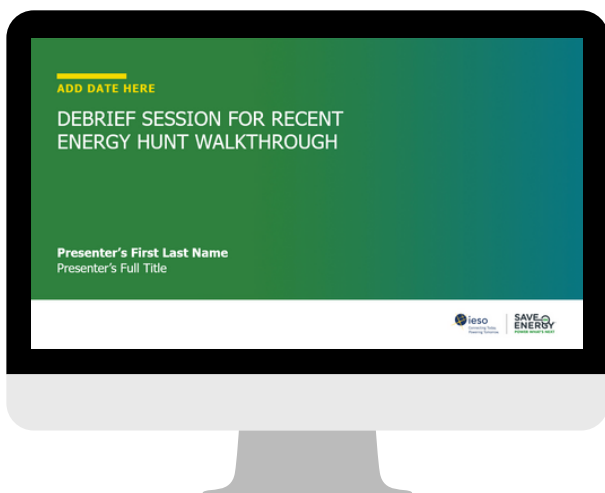
Debrief your team

Keep momentum

Checklist

Debrief your team

By now, you have wrapped up the walkthrough and collected documentation from your team. The next step is to bring people together to share what they saw, reflect on what it means and agree on how to move forward.



Debriefing is more than just reporting back; it is about making sense of what was found, deciding what matters most and building commitment to take action. You can hold the debrief session right after the walkthrough or within a few days.

Use the debrief session slide deck template to guide your debrief. Thank participants and celebrate the outcomes together.



Debrief session slide deck template

Your goal is to help your team:

- Share observations while they are still fresh
- Reflect on key themes and surprises together
- Prioritize opportunities using a simple, shared framework
- Choose a few high-priority actions to take in the next two to three weeks
- Assign ownership so opportunities do not fall through the cracks
- Keep people informed about what is moving forward

You do not need to solve everything during the session. Focus on identifying where to start, who is involved and how you will follow up.

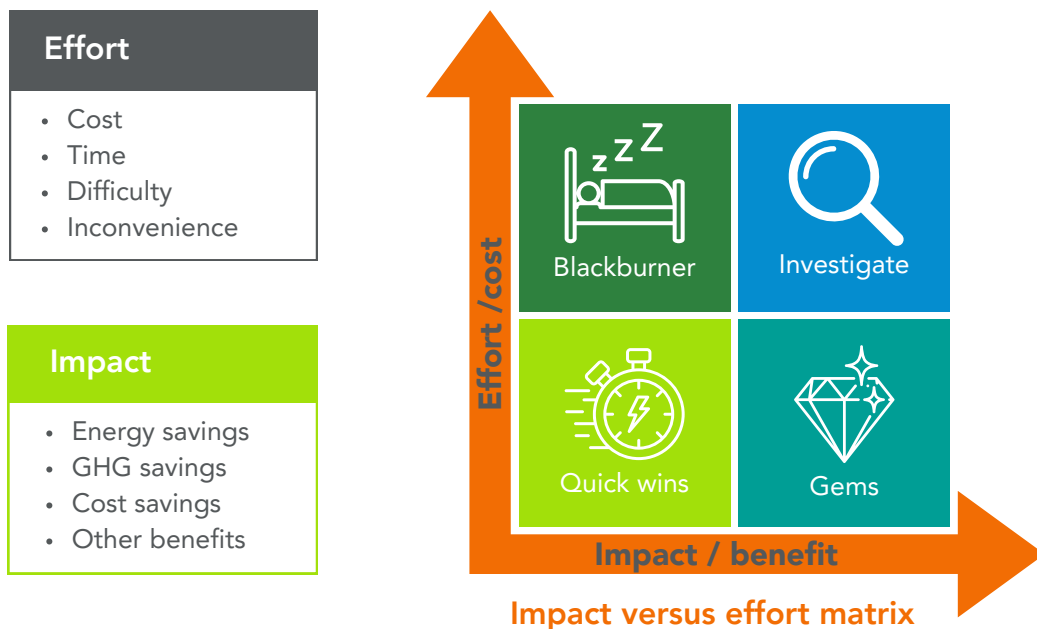
a. Prioritize opportunities

You have collected opportunities from the walkthrough, likely more than you can act on right away, and that is okay. The goal now is to sort them together in a way that helps your team focus on what is most feasible and impactful.

This is a collective activity. Have individuals or groups write their opportunities on sticky notes and place them on the matrix or submit a list to review and sort together. You can run the session in person with a whiteboard or online with a virtual board. The key is gathering the team and talking through the list together.

Start by organizing the findings using a simple impact versus effort matrix:

- Low effort, low cost. A **quick win** that is great for building momentum.
- High impact, low effort. A **gem** and your highest priority.
- High impact but needs work to build a business case. Categorize as **investigate**.
- High effort, low impact. Put it on the **backburner** and revisit later.



After you sort the findings, have the team discuss:

- Which two to three quick wins or gems can we commit to within the next two to three weeks?
- Which high-effort, high-impact opportunity should we start investigating first?

You do not need to finish the conversation with a perfect action plan, just a shared understanding of what is starting, what needs more work and how to keep things moving. Starting small builds momentum and reinforces follow-through.

Keep momentum

The energy hunt does not end with the debrief. What happens next is what drives real results. After your prioritization session, make sure your team follows through on the most important opportunities and keeps the rest visible for the future.



Project name	Project owner	Status	Estimated completion date	Annual estimated savings	Cost
Occupancy setpoints	John Smith	Implemented	Feb 24, 2024	\$450	\$0

Example entry of opportunity register

Curious how others debriefed and followed up?

Click on the image of Javier or Sophia to see how they assessed their opportunities and started taking action.



Phase three checklist

Use this checklist to confirm your energy hunt is ready to fuel further action.

- ☐ Debrief session held
- ☐ Findings shared across the team
- ☐ Opportunities sorted and prioritized
- ☐ Quick wins and gems selected
- ☐ Ownership and timelines assigned
- ☐ Opportunities logged in tracking sheet or register
- ☐ Thank you or recognition shared
- ☐ Next steps communicated
- ☐ Future hunt or follow-up scheduled

What's next

This is the final PDF in the series, but your energy hunt journey does not stop here. Revisit these tools any time you are planning another hunt. Share them with others on your team. Use them to build a stronger energy culture in your organization. The more you repeat the process, the more natural it becomes and the more results you will see.



Phase one: Plan your hunt



Phase two: Conduct your hunt