

02 - 05 - 03 - Energy Planner Template

Purpose of This Tool

The Energy Planner helps you map your time and tasks based on **energy**, not just urgency or importance.

It's designed for people who want to:




- Avoid burnout
 - Work with their natural rhythms
 - Make space for creative or deep work
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Step 1: Map Your Energy Pattern

Across a typical day or week:

- When are you most energised?
- When do you need recovery?
- When is your focus naturally strong?

Use this to shape your calendar or flow:

-  High energy blocks → Deep work
 -  Medium energy blocks → Admin, meetings
 -  Low energy blocks → Rest, reflection, light tasks
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Step 2: Plan Around Energy

Tasks I need to complete:

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Energy level required:

- ☐ High (deep work, creative output)

- ☐ Medium (communication, planning)
- ☐ Low (routine, admin, review)

When will I do it? (*Match task to energy block*)

Step 3: Weekly Energy Intentions

- What do I want to protect this week? (e.g. creative time, rest)
 - What drains me that I can reduce or remove?
 - How will I support recovery and sustainability?
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Optional Grid

Time Block	Energy Level	Task Focus
8am – 10am	High	
10am – 12pm	Medium	
12pm – 2pm	Low	
2pm – 4pm	Medium	
4pm – 6pm	Low	

Use this tool weekly or seasonally — especially when your energy feels off. It supports long-term alignment and sustainable progress.