**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

**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

**Step 2: Plan Around Energy**

**Tasks I need to complete:**

**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?

**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.