



Productivity Reset:

Organize Your Day Without Burning Out

Learn how to plan your tasks based on your energy levels and use a “reset button” when you feel stuck.



Energy & Task Map



Use this table to assign your tasks according to your energy levels.

Not all hours are the same-take advantage of your high-focus moments!

Once you start a task, taking the first step is key to building momentum. !



| | Best Times Of The Day | Ideal Tasks |
|-------------------------|--------------------------|--|
| HIGH ENERGY | | <ul style="list-style-type: none"> ■ ■ ■ ■ ■ ■ |
| MEDIUM ENERGY | | <ul style="list-style-type: none"> ■ ■ ■ ■ ■ ■ |
| LOW ENERGY | | <ul style="list-style-type: none"> ■ ■ ■ ■ ■ ■ |



Write down your best time slots for each energy level and adjust based on your natural rhythm!

Quick Reset Button 5-Minute Exercise



◆ Breathe: Inhale for 4 seconds, hold for 7, exhale for 8 (x3).

◆ Check in with yourself:

- ◆ Am I exhausted or just distracted?
- ◆ Would switching tasks for a moment help?

◆ Make a small shift:

- ◆ Play different music
- ◆ Take a short walk
- ◆ Have a real break (without social media)



◆ Redefine your task:

- ◆ What's the minimum viable step I can take right now?

Flexible Productivity Tracker

Reflect on your day to adjust your workflow.



Today I learned that...

◆ Task that drained my energy the most:

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◆ Task where I was most productive:

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◆ Adjustments for tomorrow:

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◆ Overall energy level today.

