

## **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.

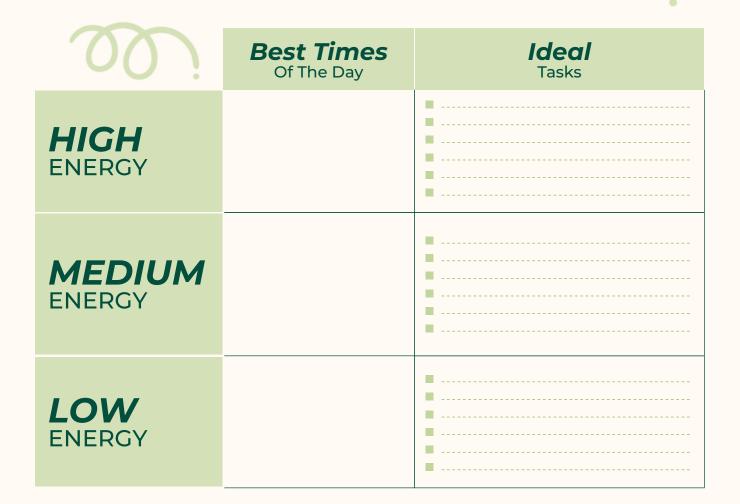


### **Energy & Task Map**

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





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

# **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...

| <b></b> | Task that drained my energy the most: |
|---------|---------------------------------------|
| <b></b> | Task where I was most productive:     |
| <b></b> | Adjustments for tomorrow:             |
|         |                                       |

♦ Overall energy level today.





