



Energy Planning Worksheet

Build a week that works with your energy—not against it.

Instructions: Set aside 10–15 minutes at the beginning of each week. Complete this worksheet to intentionally match your work with your energy and create a more sustainable path toward your goals.

Step 1: Check In

How are you beginning this week?

Overall energy (1–10):

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Stress level (1–10):

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

My body is telling me:

Step 2: My Priorities

List the three outcomes that would make this week feel successful.

Priority #1

Priority #2

Priority #3

Remember:

Outcomes matter more than busyness.

Step 3: Identify Your Peak Energy

When do you usually do your best thinking?

- ☐ Early Morning
- ☐ Mid-Morning
- ☐ Afternoon
- ☐ Evening

Reserve this time for:

- ☐ Strategic thinking
- ☐ Writing
- ☐ Problem solving
- ☐ Presentations
- ☐ Planning
- ☐ Creative work
- ☐ Important conversations

Other:

Step 4: Schedule Recovery

Recovery is part of performance.

This week I will intentionally:

- ☐ Take lunch away from my desk
- ☐ Stretch between meetings
- ☐ Walk outside

- ☐ Block quiet focus time
- ☐ Drink more water
- ☐ Leave buffer time between meetings
- ☐ End work at a consistent time

Other:

Step 5: Watch for Energy Drains

Which of these usually drains your energy?

- ☐ Back-to-back meetings
- ☐ Email overload
- ☐ Context switching
- ☐ Interruptions
- ☐ Long video calls
- ☐ Commuting
- ☐ Administrative work
- ☐ Decision fatigue
- ☐ Poor planning
- ☐ Saying yes too often

Other:

One thing I can reduce this week:

Step 6: Match Work to Energy

High-Energy Tasks

Moderate-Energy Tasks

Low-Energy Tasks

Step 7: Prepare for Difficult Days

If my energy unexpectedly drops, I will:

- ☐ Move non-urgent work.
- ☐ Delegate where appropriate.
- ☐ Focus on one important task.
- ☐ Work from my low-energy list.
- ☐ Communicate proactively.
- ☐ Give myself permission to recover.

My backup plan:

Step 8: End-of-Week Reflection

What gave me energy this week?

What drained me most?

What accomplishment am I proud of?

What will I change next week?

Remember

You are not trying to do everything.

You are building a career that lasts.

Protecting your energy is not lowering your ambition—it is strengthening your ability to contribute over the long term.

Become Unbreakable.