

Plan for the Energy You Have

One small step. Fill the boxes on your phone, or print this page.

1. Check your energy: full, half or low. Do it before you look at the list.
2. Write the one big thing. The thing that would make today count.
3. Add up to three medium things and five small ones. Stop there, even if more comes to mind.
4. When something breaks, move it to the low-energy list. You don't start over. You pick the next thing.

ON A BUSY DAY

Low day? Keep only the one big thing, and make it smaller. That still counts.

My tank, from 1 to 5

One big thing

An easy thing for a broken hour

What helped this week?