

## WORK WITH YOUR ENERGY

EXERCISE 07

### What is Pacing?

Alternating focused work blocks with rest or balancing activities. It is about managing capacity, not proving worth.

#### WHY DO IT?

- ✓ Conserve energy & reduce burnout
- ✓ Ease task switching
- ✓ Prevent boredom

## THE THREE CORE RULES

### 01. FLUCTUATION

Your capacity changes daily. That's biology, not failure.

### 02. EXCEPTIONS

A good day isn't a new baseline. Output varies.

### 03. ENABLING

Rest is part of productivity. It enables future work.

## STEP 1: CHECK TODAY'S ENERGY

Physical Energy

High  Med  Low

Mental Clarity

Clear  Avg  Foggy

Emotional Load

Steady  Irrit  Drain

OVERALL TODAY FEELS:

HIGH  MEDIUM  LOW



# OPERATIONAL PACING

## STEP 2: MATCH YOUR BLOCKS

### ● HIGH ENERGY

90-120M WORK / 10-20M BREAK

"Ride the wave"

### ● MEDIUM ENERGY

45-60M WORK / 20-30M BREAK

"Sustainable flow"

### ● LOW ENERGY

20-30M WORK / 20-30M BREAK

"Maintenance only"

## STEP 3: PAIR DRAINING WITH BALANCING

### SOCIAL → SOLITUDE

Follow meetings with quiet time.

### COGNITIVE → MOVEMENT

Follow focus with a walk/stretch.

### ADMIN → CREATIVE

Follow dry admin with "fun" usage.

### CHARGED → NEUTRAL

Follow hard emotions with neutral tasks.

## STEP 4: PROTECT THE STRUCTURE

- USE ALARMS TO SIGNAL SWITCHING
- TURN OFF NOTIFICATIONS DURING WORK BLOCKS
- ONLY RESPOND DURING A WORK BLOCK

**Rest includes:** Walking, music, tea break, or doing absolutely nothing. Rest does not have to be earned.

# DAILY PACING PLAN

---

ENERGY LEVEL TODAY

---

WORK BLOCK LENGTH

---

BREAK LENGTH

---

FIRST DRAINING TASK

---

BALANCING ACTIVITY

---

SECOND WORK BLOCK

---

SECOND BALANCING ACTIVITY

---

---

***"Consistency beats heroic effort."***

JBHD COACHING • COMMUNICATION