

PACING

WORK WITH YOUR ENERGY

What is Pacing?

Alternating focused work blocks with restorative 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 Irritated Drained

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 a fun task

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