

Energy vs. Task Match Guide

HIGH energy + HIGH focus -> Deep work (writing, strategy, design)

HIGH energy + LOW focus -> Meetings, calls, collaboration

LOW energy + HIGH focus -> Admin, editing, structured review

LOW energy + LOW focus -> Rest, walk, or low-stakes task only

Mental trap to avoid:

'I have energy, so I should do everything.'

-> Energy without focus = output that needs to be redone.

Match the task to the state, not the clock.