

Low Energy Day Plan

A realistic plan for days when executive function is low.

PERMISSION STATEMENT

Today is a low-energy day. I give myself permission to do less. Completing the minimum is better than attempting the maximum and completing nothing.

STEP 1 — ASSESS (2 MIN)

Current energy level:

1 — Exhausted 2 — Very low 3 — Low

What is causing the low energy?

STEP 2 — THE ONE THING (1 MIN)

If I do only ONE thing today, it must be:

Not the most important thing. The most important thing that is doable at this energy level.

STEP 3 — PRE-APPROVED LOW-ENERGY TASKS

No decisions needed — just pick one:

- Reply to easy emails (no thinking required)
- File / organize documents
- Review and update task list
- Read / research (passive input)
- Administrative tasks (forms, scheduling)
- Gentle movement (walk, stretch)

STEP 4 — WHAT TO SKIP TODAY

These can wait until energy returns:

- Deep work requiring sustained focus
- Important decisions
- Difficult conversations
- Creative work requiring high activation
- Learning new complex material

RECOVERY PROTOCOL

- 1 Physical: water, food, 10-min walk
- 2 Mental: 5-min brain dump to clear head
- 3 Social: body double for 30 min if possible
- 4 Accept: this is a recovery day, not a failure

END OF DAY — WHAT I ACTUALLY DID

Write it down. Low-energy days still count.

KeptMind's low-energy mode automatically shows only easy tasks when you set your energy to low — no planning required.