

FLEXIBLE & LOW-ENERGY DAY PLANNER

For changing schedules and days when you need a simpler plan

This is a general planning aid, not medical advice. Choose a realistic plan for the day you are having.

Choose a plan level

Minimum day	Essentials, basic needs, and one must-do task if possible.	_____ _____
Usual day	A few priorities, fixed commitments, breaks, and buffer time.	_____ _____
Extra-capacity day	Optional tasks only after essentials and rest are accounted for.	_____ _____

Three anchors for today

Anchor	My plan
One essential task	_____
One break or recovery period	_____
One flexible / optional task	_____

If the day goes off track

1. Pause	Identify what changed.
2. Re-check	What is still essential? What can wait?
3. Re-plan	Move one task, shorten it, or remove it.
4. Add buffer	Leave unplanned space if possible.

What helped today? _____

One adjustment for tomorrow: _____

Changing the plan is part of using a flexible routine.