Pacing Your Daily Activities

**Use your weekly planner to:**

* Think about the tasks that you need/want to do over the next week – write a list
* Which ones are high/medium/low brain drain
* Spread the high brain drain tasks out throughout the week
* Put high brain drain tasks in the morning when you are the freshest and low brain tasks in the afternoon
* Schedule in rests and stick to them
* Leave gaps for unexpected events
* Tasks nearly always take longer than you expect so leave plenty   
  of time
* Where possible break high brain drain tasks down into more manageable chunks and spread them out throughout your week. You don’t always have to do it in one go