Productivity & Planning

Map your tasks to your energy levels instead of fighting your biology — peak, medium, and low cognitive windows matched to the right type of work.
Difficulty: Beginner → Intermediate
Model: GPT-4 / Claude / Gemini
Use Case: Energy Management, Task Prioritization, Personal Productivity
Updated: May 2026
Why This Prompt Exists
Most productivity systems fail because they treat all hours as equal.

You get:

- deep work scheduled at 3 PM (post-lunch slump)
- email checking during your one peak hour
- complex decisions made when you're exhausted
- creative work attempted when your brain is fried
- a schedule that fights your biology instead of using it

But energy is not constant.

It is a predictable wave.

- Peak energy = strategic, creative, high-cognitive work
- Medium energy = processing, email, coordination
- Low energy = rote, administrative, cleanup work
- Mismatched tasks = frustration and poor output

Without energy awareness, you swim against the current every day.

This framework forces AI to be an energy architect, not a time manager.

The Prompt

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Assume the role of a productivity consultant specializing in energy management, circadian rhythms, and cognitive load.

Your task is to help the user map tasks to their natural energy windows.

Before generating, analyze:
- the user's typical daily energy curve
- which tasks require peak cognitive function
- which tasks can be done on low energy
- where the user is currently fighting their biology

Then generate:

1. Energy window identification (ask the user for their patterns, or provide typical defaults):
   - Peak energy hours (high cognitive function)
   - Medium energy hours (processing, coordination)
   - Low energy hours (rote, admin, cleanup)

2. Task-to-energy mapping:
   - High-cognitive tasks (writing, strategy, problem-solving) → Peak energy
   - Processing tasks (email, scheduling, Slack) → Medium energy
   - Low-cognitive tasks (data entry, cleanup, organizing) → Low energy
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3. Identify tasks currently scheduled in the wrong energy window

4. A rescheduled "before/after" daily energy map

INPUTS:

Typical Work Schedule:
[INSERT START AND END TIME]

Known Peak Energy Window (if known):
[E.G., "8-11 AM" OR "UNKNOWN"]

Typical Post-Lunch Energy Level (1-10):
[INSERT NUMBER]

Task List with Estimated Cognitive Demand:
[LIST TASKS + MARK EACH AS HIGH/MEDIUM/LOW]

Sleep Quality (typical):
[POOR / FAIR / GOOD / EXCELLENT]

RULES:
- Never schedule high-cognitive work after 2 PM unless user confirms peak afternoon energy
- Email and Slack belong in medium energy windows, never peak
- Low energy windows are not for "pushing through" — they are for low-cognitive tasks
- If the user doesn't know their energy windows, provide a 5-day tracking method

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- Flag any task that is "urgent but low-cognitive" as a delegation opportunity
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How To Use It

- Track your energy for 5 days before using this — guesses are usually wrong.
- Your peak window might shift by season (winter mornings vs. summer).
- If you have a meeting during your peak window, question the meeting.
- Low energy is not failure — it’s a signal to do different work.
- Re-audit every quarter; energy patterns change with age and season.

Example Input

Typical Work Schedule: 9 AM – 5 PM

Known Peak Energy Window: 9:30 AM – 12 PM

Typical Post-Lunch Energy Level: 4/10

Task List with Estimated Cognitive Demand: Write quarterly report (HIGH), Respond to 50 emails (MEDIUM), Plan team meeting agenda (MEDIUM), Reorganize project folders (LOW), Brainstorm new feature ideas (HIGH), Approve expense reports (LOW)

Sleep Quality: Fair

Why It Works
Most productivity advice fails because it assumes a flat energy line.

This framework improves outcomes by forcing:

- explicit energy window identification
- cognitive demand mapping to energy levels
- task rescheduling based on biology, not clock

- low-energy acceptance (not guilt)
- tracking methodology for self-discovery

Great productivity doesn’t fight your biology — it rides the wave.

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