

Peak Time **Playbook**

FREE TEMPLATE

The Peak Day Planner

One page to build your day around your peak window. Fill it in tonight, run it tomorrow.

My chronotype

My peak window (from / to)

PROTECT THIS

Peak window: your 1 to 3 hardest, most important tasks

AUTOPILOT

The dip: low-energy tasks (email, admin, errands)

REFUEL

Recovery: rest, movement, a real break

One rule: a single deep-work task finished in your peak beats a long to-do list scattered across a tired day.