

The last quarter of the year pulls energy in every direction — deadlines, holidays, family, and planning for the year ahead. Without a plan it is easy to end Q4 running on fumes instead of finishing strong. Three pages: get clarity on what drains and fuels you, map the quarter so you know when to push and when to rest, then set the small anchors that hold the rest of it up.

1. ENERGY AUDIT

Three to five in each column is plenty. Drains might be late nights or endless email; gains might be a morning walk. Be specific enough that you would recognise it on a Tuesday.

WHAT DRAINS MY ENERGY

1. _____
2. _____
3. _____
4. _____
5. _____

WHAT GIVES ME ENERGY

1. _____
2. _____
3. _____
4. _____
5. _____

YOUR TOP THREE PRIORITIES FOR Q4

Pick three from the list above and give each one a non-negotiable rule — a line you will not cross. Rest: in bed by 10pm. Relationships: Sunday dinner is family only. Do not try to fix everything; one shift in habit changes how the year ends.

PRIORITY 1

THE NON-NEGOTIABLE RULE

PRIORITY 2

THE NON-NEGOTIABLE RULE

PRIORITY 3

THE NON-NEGOTIABLE RULE

2. THE ENERGY CALENDAR

Take a blank October to December calendar and mark it up before the quarter runs you over. Planning recovery in is what makes a busy season add energy rather than take it.

- ☐ Highlight every big event and deadline in red
- ☐ Add buffer days before and after each one in green — light load, recovery only
- ☐ Mark one or two focus weeks where deep work or a personal goal is protected

☐ Put the whole thing somewhere you will actually see it

DATES THAT ALREADY WORRY ME

3. ANCHORS AND RESET ROUTINES

Pick one daily anchor and commit to it. One that happens beats three that do not.

- ☐ Ten minutes of journaling in the morning
- ☐ A short walk or stretch at midday
- ☐ A gratitude list at night

OR MY OWN DAILY ANCHOR

WEEKLY RESET — FIVE MINUTES, EVERY SUNDAY

WHAT GAVE ME ENERGY LAST WEEK?

WHAT DRAINED ME?

WHAT DO I WANT TO PROTECT THIS WEEK?

Do not overcomplicate it. A small, consistent reset will carry you further than chasing perfect balance.

