



Day Time Notes

Welcome to Day Time Notes

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This is not about
doing more

It is about working with the
energy you have today

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Day Time Notes grew out of my own experience of trying to organise a life around unpredictable energy.

After being diagnosed with Narcolepsy, I quickly realised that most traditional approaches to productivity did not really work for me. My energy could change from one day to the next, or even from one hour to the next, but my to-do list rarely changed with it.

I spent a long time feeling as though I should be able to plan my days in the same way everyone else seemed to. Eventually, I realised I needed something that worked with the energy I actually had, rather than constantly planning for the energy I wished I had.

I took inspiration from ideas like Morning Pages, using writing to clear some of the mental load, and the Pomodoro Method, which breaks work into manageable periods of focus and rest. I began adapting those ideas around something most productivity systems seemed to overlook: how much energy I actually had that day.

This is where Day Time Notes began.

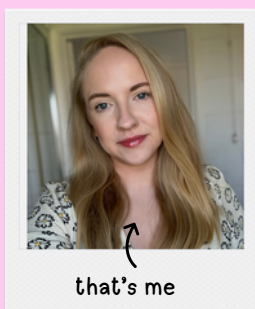
When i sleep longer than I intended, shame is a feeling I often experience. If it lingers for too long, it can prevent me from getting anything done with the energy I DO have. Self-compassion is key. Criticism and harsh words towards yourself rarely work, especially when you live with a long-term condition that is outside your control.

I decided I needed a place to clear some of the noise from my head, recognise how I was feeling that day, and decide what was realistically possible before automatically expecting everything from myself. The first thing i needed to address was the feelings that nightmares left behind. I often found myself writing out the details to stop myself from ruminating on them all day. This became Leave It Here, a place to acknowledge the dream, fear or feeling, put it on the page and leave it there rather than carrying it into my physical day.

Once those feelings had been offloaded, I needed to start my actual day but sleep deprivation often left my thoughts jumbled. Instead of feeling ashamed of the mess, I wrote everything down in the order it came to me. I called this The Brain Dump and it helped me sort out what I actually needed to do that day.

Finally, the Schedule Planner was born. It allowed me to clearly set out my wake time and planned nap time. Once I had established my to-do list, I could slot it into 25-minute Pomodoros with a 5-minute break between tasks. This felt much more manageable than trying to focus for hours.

Although Day Time Notes was created from my experience of living with Narcolepsy, you do not need to have a sleep disorder or chronic illness to use it. Day Time Notes is for anyone whose energy, focus or capacity does not always follow a predictable schedule. I hope it helps you as much as it has helped me!



Love,
Christine
XX B

Before You Begin...



Choose the reminder you need today:

My capacity can
change
from day
to day

I don't have to
earn my rest

A slower day is not a
wasted day

I can change the plan
when my energy
changes.

I don't need to do
everything today

What I can do
today is enough

Morning Meeting



Step 1: It's a new day

If you woke from a nightmare, bad dream or lingering loop of anxiety, use these pages to put it somewhere outside your head. Write down whatever is still following you into the morning — the dream, the feeling, the fear or simply a few words about the atmosphere of it. Once it is on the page, let it stay here. You do not need to carry it into the rest of your day.

Step 2: The Brain Dump

Your mind is an antenna, not a storage unit. Write down everything competing for your attention: tasks, worries, reminders, ideas and random thoughts. Don't organise or prioritise anything yet. Just get it out of your head and onto the page until things feel a little quieter.

Step 3: Energy Plan

Now look at the day you actually have, not the one you think you should have. Note your wake time, plan your next nap or rest point and check in with your current energy. Consider anything that might be affecting it. Then use your brain dump to decide what really needs your energy today, what could wait, and what can be broken into manageable 25-minute blocks. Your plan can change if your energy changes.



Step 1:
It's a new day



Leave it here



Dreams, feelings & worries

Lined area for writing.

Leave it here



Dreams, feelings & worries

Lined area for writing.

Leave it here



Dreams, feelings & worries

Lined area for writing.

Leave it here

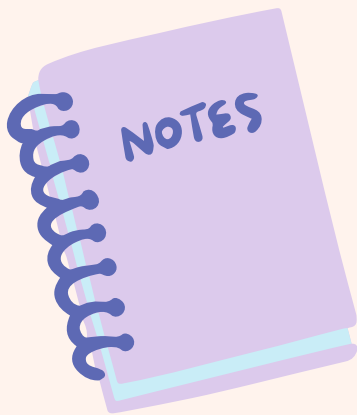


Dreams, feelings & worries

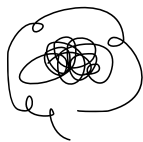
Lined area for writing.



Step 2: The Brain Dump

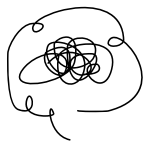


BRAIN DUMP



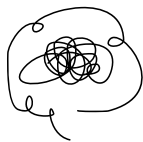
A series of horizontal lines for writing, consisting of 20 evenly spaced lines that span the width of the page.

BRAIN DUMP



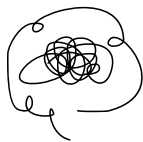
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BRAIN DUMP



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BRAIN DUMP



A series of horizontal lines for writing, consisting of 20 evenly spaced lines that span the width of the page.



Step 3: Energy Plan



Schedule Planner

WAKE TIME



WAKE WINDOW

HOURS UNTIL PLANNED NAP



_____ HOURS

PLANNED NAP



Energy Check-in

HOW IS YOUR ENERGY RIGHT NOW?





















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WHAT AFFECTED YOUR ENERGY TODAY?

Tasks & Schedule

★ MUST DO

TOP PRIORITIES FOR TODAY

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♥ COULD DO

THINGS THAT WOULD BE NICE

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TIME











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25 MIN POMODORO TASKS

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Schedule Planner

WAKE TIME



WAKE WINDOW

HOURS UNTIL PLANNED NAP



_____ HOURS

PLANNED NAP



Energy Check-in

HOW IS YOUR ENERGY RIGHT NOW?





















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Tasks & Schedule

★ MUST DO

TOP PRIORITIES FOR TODAY

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THINGS THAT WOULD BE NICE

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TIME











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25 MIN POMODORO TASKS

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Schedule Planner

WAKE TIME



WAKE WINDOW

HOURS UNTIL PLANNED NAP



_____ HOURS

PLANNED NAP



Energy Check-in

HOW IS YOUR ENERGY RIGHT NOW?





















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WHAT AFFECTED YOUR ENERGY TODAY?

Tasks & Schedule

★ MUST DO

TOP PRIORITIES FOR TODAY

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THINGS THAT WOULD BE NICE

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TIME











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25 MIN POMODORO TASKS

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Schedule Planner

WAKE TIME



WAKE WINDOW

HOURS UNTIL PLANNED NAP



_____ HOURS

PLANNED NAP



Energy Check-in

HOW IS YOUR ENERGY RIGHT NOW?





















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WHAT AFFECTED YOUR ENERGY TODAY?

Tasks & Schedule

★ MUST DO

TOP PRIORITIES FOR TODAY

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 TIME











☒ 25 MIN POMODORO TASKS

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