

FROM THE GRACEWELL STUDIO · A FREE COMPANION TOOL

Organize Your Week by *Energy*.

A four-zone system for brains that have tried Post-its, planners, reminders, and everything in between.

WHO THIS IS FOR

If your week never quite fits the calendar you made for it. If your energy moves in waves and your brain refuses to be scheduled into a grid. If you have been told the problem is your discipline, and you suspect the problem is the system. This is for you.

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MADE WITH JOY.
MADE FOR YOU. ♥

THE SHIFT

I do not organize by day. I organize by *energy*.

Traditional productivity advice usually sounds something like this. Pick one task. Focus until it is done. Move to the next. For some brains, that works beautifully. For mine, it creates resistance almost immediately.

What works for me is organizing by category, not by day. I keep a set of creative zones that support the business. Each zone holds a group of related tasks. On any given day, I look at my energy and ask one question.

What kind of work does my brain feel ready for today?

Some days the answer is making. Some days it is writing. Some days it is neither, and I pivot to something that requires less from me. The categories do not change. The day I work on them does.

WHAT STAYS FIXED

The zones. Four categories that contain every kind of work I need to do. They are stable. They give the week shape.

WHAT STAYS FLEXIBLE

The day. I do not assign zones to days. I look at my energy each morning and let the right zone find me.

THE SYSTEM

The four *zones* that hold my week.

These are mine. Yours will look different. The point is not to copy. The point is to see how the structure works, then build your own version on the next page.



MAKING

Hands-on, tactile, moving.

Sewing, designing, experimenting with fabric, making bags and notebook covers. The work that pulls me in when my brain needs to move.



WRITING

Quiet brain, long runway.

Blog writing, developing ideas, journaling, longer projects. Needs a clear morning and enough room to actually think.



CONTENT

Energetic, visual, alive.

Filming, styling products, shooting photos, writing captions, brainstorming storytelling. Flows best when creativity is already running.



WEBSITE

Focused, detailed, calm.

Updating listings, writing product descriptions, optimizing the site, digital housekeeping. Saved for focused, lower-energy days.

Packaging and shipping live outside the four zones. They happen when orders come in, which makes them their own kind of fuel. More on that in a moment.

YOUR TURN

Now build *your* four zones.

Look at the work you actually do. Group it into four categories that feel honest. Name each one. Give it a tag that describes the energy it asks for. Then list a few examples so you remember what belongs there. Print this page as many times as you need.

01

ZONE NAME

ENERGY / VIBE

WHAT LIVES HERE

What kind of brain does this need?

02

ZONE NAME

ENERGY / VIBE

WHAT LIVES HERE

What kind of brain does this need?

03

ZONE NAME

ENERGY / VIBE

WHAT LIVES HERE

What kind of brain does this need?

04

ZONE NAME

ENERGY / VIBE

WHAT LIVES HERE

What kind of brain does this need?

BUILT IN, NOT BONUS

The *Float* Day.

One day each week stays completely open. I do not assign it in advance and I do not feel guilty about it.

Sometimes it becomes a rest day. Sometimes a wave of inspiration shows up and it turns into one of the most productive days of the week. The point is that I get to decide when I need it. Not the calendar.

For a brain that does not always know what it will feel like tomorrow, a built-in open day removes the pressure of falling behind. It is not a gap. It is part of the design.

THE QUIET ENGINE

The *Dopamine* Factor.

There is one more piece of this system I did not plan but have learned to count on. The small wins.

When a new order comes in, something shifts. The notification, the name, the excitement that someone chose something I made. That moment of connection generates real energy. For an ADHD brain, it is fuel.

A small win on a slow morning can reframe the whole day. Suddenly I am in the packaging zone, then writing a thank you note, then photographing the next piece, then updating a listing. The win does not just celebrate itself. It carries the work forward. Build your system to notice these.

THE PRACTICE

Your week, *your way.*

Print this page each week. Pick a zone for each day based on the energy you actually have, not the energy you wish you had. Leave one day blank as your float. Add tasks underneath. There are no wrong answers. The system bends to fit you.

MON	TUE	WED	THU	FRI	SAT	SUN
ZONE	ZONE	ZONE	ZONE	ZONE	ZONE	ZONE
TASKS	TASKS	TASKS	TASKS	TASKS	TASKS	TASKS

Circle one day to mark it as your Float. It is built in, not bonus.

FLOAT DAY ✦

THE WHOLE SYSTEM

This is *how* I get the work done.

It is half of a bigger system. Energy organization is the how. There is also a what and a why. Together they hold everything I build.

HALF ONE

The *What* + the *Why*.

Before I can execute, I need to know what I am working on and why it matters. I use proven quality management frameworks from my nursing background. The 5W1H. Root cause analysis. SMART goals. PDSA cycles. They strip away the fog and show me the real problem.

HALF TWO

The *How*.

Once I know what I am doing, I need a way to actually do it without burning out. That is this PDF. Four zones. A float day. Small wins as fuel. It is the engine that turns clear thinking into finished work.

WANT THE OTHER HALF?

Gracefully *Unstuck*.

Nine quality management tools, one per month, taught in plain language and built for real life. The first issue is waiting.

\$11
A MONTH

WHY ELEVEN?

Less than a single therapy copay. Less than a week of coffees. Less than another planner you will abandon. Real frameworks, real worksheets, real change. Cancel anytime.

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Go gracefully. 

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