

Green-Yellow-Red Zone Template



Green Zone: Pedal to the Metal

Peak Focus. High Output. Strategic Work.

Best time to tackle hard tasks

This is your brain's high-performance gear - use it wisely.



Yellow Zone: Cruise Control

Reflect. Organize. Brainstorm.

Ideal for planning, processing, light collaboration, or creative thinking.

Let your brain wander and connect the dots.



Red Zone: Pull Over

Low Energy. Foggy Focus. Time to Rest.

Schedule breaks, admin work, walks, naps, or brainless tasks.

1. Step One:

For three consecutive days (that reflect your typical workday), write down every thirty minutes what you are working on and rate your energy zone.

Time	Task	Energy Zone
7:30-8:00	Journaling/Preparing for the day	Green
8:00-8:30	Commuting to work	Green
8:30-9:00	Team meeting	Green

2. Step Two:

At the end of the three days, notice patterns. What are your target green, yellow, and red zones?

3. Step Three:

Color code your calendar.

Prioritize daily actions based on your optimal zone for that activity.