



The Structure and Flow Framework

A neurodivergent approach to productivity

Framework Overview:

1. Know Your Energy Patterns
2. Define Your Non-Negotiables
3. Design Your Flow-Friendly Structure
4. Create Your Rhythm Map
5. Practice Strategic Recovery
6. Cultivate Self-Acceptance
7. Build Your Emergency Toolkit

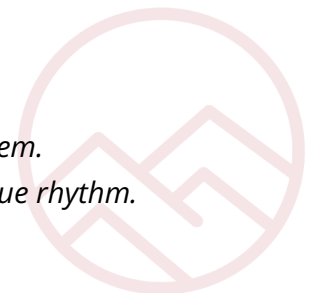
Key Principles:

- Work with your natural energy patterns, not against them
- Create structure without sacrificing flexibility
- Build systems that adapt to your unique needs
- Maintain productivity without burning out
- Honor both your business needs and your neurospicy nature

How to use this guide:

- Read through all seven steps to get a complete picture
- Choose ONE component that resonates most to start with
- Implement slowly, adjusting as you learn what works for you
- Use the reflection questions to track your progress
- Remember that adaptation is part of the process

*Remember: This framework is a starting point, not a rigid system.
Take what resonates, modify what doesn't, and create your own unique rhythm.*





1. Know Your Energy Patterns: Track & respond to natural rhythms

- **Why it's important:** Understanding your energy spikes and dips allows you to optimize productivity and reduce burnout.

Track Your Energy	Example Energy Log	Signs to Watch For
<ul style="list-style-type: none">• Rate energy levels (1-5) every 2-3 hours• Note times of natural focus and creativity• Identify when you typically need breaks• Record what activities energize or drain you	<ul style="list-style-type: none">• Morning (8-10): Low energy - simple tasks• Mid-day (10-12): High energy - deep focus• Afternoon (12-4): Medium energy - meetings• Evening (4-7): Distracted energy - exercise• Night (7+): Creative - brainstorming	<ul style="list-style-type: none">• Decreased focus• Physical tension• Screen fatigue• Decision paralysis• Increased distractibility
<i>Protips:</i> <ul style="list-style-type: none">★ Start with 3-day tracking★ Note patterns without judgment★ Review weekly		

2. Define Your Non-Negotiables: Protect essential needs

- **Why it's important:** Preventing burnout from hyperfocus by safeguarding basic things like rest keeps you functioning at your best.

Daily Anchors	Buffer Zones	Example Anchors
<ul style="list-style-type: none">• Meal times• Movement breaks• Rest periods• Focus blocks• Self care	<ul style="list-style-type: none">• 15-30 mins between meetings• Task transition time• Recovery after deep work• Anchors for getting in and out of creative flow	<ul style="list-style-type: none">• Morning routine: 8-9am• Focus block: 9-11am• Lunch break: 1pm• Admin time: 4-5pm

Protips:

- ★ *Start with 2-3 non-negotiables*
- ★ *Build gradually*
- ★ *Keep it simple*

3. Design Your Flow-Friendly Structure: Create flexible systems

- **Why it's important:** Giving your brain direction without rigid schedules helps you maintain momentum without resistance.

Flexible Time Blocking	Theme Blocks	Low-Spoons Systems
<ul style="list-style-type: none"> • 90-minute focus blocks • 30-minute flexible periods • Theme-based work blocks • Energy-aligned scheduling 	<ul style="list-style-type: none"> • Admin Mondays • Client Tuesdays • Creative Thursdays • No meeting Fridays • Client mornings • Sales hour 	<ul style="list-style-type: none"> • Task lists by energy level • Minimal-focus activities • Simple admin tasks • Quick-win options

Protips:

- ★ *Start with one theme block per week*
- ★ *Experiment with different block durations*
- ★ *Keep a list of low-energy tasks handy*
- ★ *Adjust your structure regularly based on energy patterns*

4. Create Your Rhythm Map: Visualize your ideal flow

- **Why it's important:** Your brain processes visual information rapidly. This map becomes your quick-reference "external brain" for staying on track.

Visual Layout Elements	Environment Design	Adjustment Prompts
<ul style="list-style-type: none"> • Weekly overview • Daily flow blocks 	<ul style="list-style-type: none"> • Focus corner setup • Silence notifications 	<ul style="list-style-type: none"> • Backup plans & options • Flexibility points

<ul style="list-style-type: none"> • Energy markers • Buffer zones • Recovery periods 	<ul style="list-style-type: none"> • Comfort elements • Task visibility tools • Charged headphones 	<ul style="list-style-type: none"> • Reset moments • Transition signals
<p><i>Protips:</i></p> <ul style="list-style-type: none"> ★ Use colours or symbols for different energy levels ★ Use colours for calendar blocking ★ Review and adjust your map weekly ★ Include both work and personal commitments ★ Leave space for unexpected tasks or opportunities ★ Start with creating tasks for the day instead of calendar blocks to ease in 		

5. Practice Strategic Recovery: Build in strategic rest

- **Why it's important:** Intentional downtime isn't lazy - it's essential maintenance for your most valuable business asset. Build it in.

Micro-Breaks	Reset Rituals	Recovery Periods
<ul style="list-style-type: none"> • Screen breaks • Movement intervals • Hydration pauses • Food pauses • Quick grounding exercises 	<ul style="list-style-type: none"> • End-of-day wind-down • Next-day preview • Workspace reset • Energy renewal 	<ul style="list-style-type: none"> • Post-meeting buffer • Deep work cooldown • Weekly free calendar space • Monthly reflection
<p><i>Protips:</i></p> <ul style="list-style-type: none"> ★ Set reminders for regular breaks ★ Experiment with different recovery activities ★ Track how recovery impacts your productivity ★ Don't skip recovery periods during busy times 		

6. Cultivate Self-Acceptance: Honour your process

- **Why it's important:** Embrace your brain's unique way of working to





foster creativity, reduce self-criticism and reduce shame spirals.

Daily Practices	Productivity Reframes	Growth Mindset
<ul style="list-style-type: none"> • Progress tracking • Win celebration • Pattern recognition • Boundary honoring 	<ul style="list-style-type: none"> • Rest as productivity • Quality over quantity • Energy over time • Progress over perfection 	<ul style="list-style-type: none"> • Experimentation welcome • Adjustments expected • Learning through practice • Continuous evolution
<i>Protips:</i> <ul style="list-style-type: none"> ★ Celebrate small wins daily ★ Reframe "failures" as learning opportunities ★ Share your journey with a supportive friend or community ★ Regularly reflect on how far you've come 		

7. Build Your Emergency Toolkit: Have backup plans ready

- **Why it's important:** Quick recovery strategies for hyperfocus, procrastination, or executive dysfunction keep you moving forward without derailing your progress.

Quick Resets	Low Energy Tasks	Focus Rescues
<ul style="list-style-type: none"> • 2-minute grounding • 30-second movement • Deep breathing • Environment change 	<ul style="list-style-type: none"> • Email quick-sorts • Basic admin • Simple organizing • Easy responses 	<ul style="list-style-type: none"> • Timer setting • Space clearing • Task breaking • Priority reset
<i>Protips:</i> <ul style="list-style-type: none"> ★ Keep your toolkit easily accessible ★ Practice using these tools before you need them ★ Customize each strategy to your specific needs ★ Update your toolkit based on what works best for you 		



Signs You're On Track

- More aligned with natural energy flows
- Decreased resistance to tasks
- Better boundary maintenance
- Improved recovery periods
- Reduced overwhelm
- Increased productivity satisfaction
- Greater work-life harmony

When To Adjust Your Framework

- Energy patterns shift significantly
- Work demands change
- Seasonal transitions
- Life circumstances evolve
- Current strategies feel forced
- New challenges arise
- Old systems stop working

