

THE FIVE COINS DAILY PLAN



A one-page version of the energy system from *The Powerful Introvert* by Dave England

You start every day with five coins. Conversations, small talk, noisy rooms and constant pings all spend them, and **five is five**. You won't out-hustle your way into more. The plan is to spend each one on purpose, so the ones that matter get everything you have left.

BEFORE THE CUSTOMERS

- ☐ **Start quiet.** Email, text and paperwork first, before you have to be "on" for another person.
- ☐ **Except a fresh lead.** A new lead gets a real call right away, ahead of everything else.
- ☐ **Name your expensive hours** and guard them. An hour is not just an hour.
- ☐ **Know your rhythm.** Note when you are sharp and when you dip, and match the task to the energy.

THROUGH THE DAY

- ☐ **Batch the small stuff.** Check messages and admin at three set points (for example 9am, 12pm and 5pm; 11am, 2pm and 7pm on a closing shift).
- ☐ **Recover in sixty seconds.** The walk back to your desk, a closed door, a quiet hallway. The real work happens before and after the customer.
- ☐ **Use real quiet,** not a phone scroll: look at nothing for ninety seconds, step outside, or sit in a parked car for one song.
- ☐ **Watch for the dip** that shows up after roughly ninety minutes of sustained work, and step away before it costs you.
- ☐ **Treat coffee as a bridge,** not a recovery. It carries you to the next real break.

WHEN THE DAY STACKS UP

- ☐ **Take three slow breaths** before you open the next door.
- ☐ **Say one sentence to yourself:** this is a hard stretch, and it will end.
- ☐ **Call it triage.** It gets you to the next conversation. The real recovery comes later.

AFTER THE LOT CLOSES

- ☐ **Keep something for home.** You do not get a second supply of coins for the people you love.
- ☐ **Plan the payback.** After a demanding Saturday, build a lighter Monday or a protected evening instead of assuming Sunday reset everything.
- ☐ **Front-load recovery** in any week you can already see will be heavy.

MY PLAN FOR TODAY

My expensive hours: _____

My three check-in times: _____

My dip usually hits around: _____

My sixty-second reset: _____

One coin I will not waste: _____

SPEND EACH COIN ON PURPOSE. THAT'S THE WHOLE GAME.

This plan comes from Chapter 3, "Managing Your Energy, Not Your Time." Your rhythm won't match mine, and it doesn't have to. The principle transfers. The specific schedule doesn't. Spend a couple of weeks learning your own pattern and adjust every line above to fit it.