

Load-Shedding Work Planner

Plan your freelance work around power cuts. Split tasks into power tasks (need electricity and internet) and backup tasks (doable without power), so a cut never means a lost day.

Weekly planner — fill in your load-shedding hours

- Usual load-shedding hours in my area: [write hours]
- Power tasks (need electricity): client calls, design, editing, uploads
- Backup tasks (no power needed): planning, writing by hand, reading briefs, phone replies on mobile data
- Charge laptop and power bank before the expected cut
- Download files you will need before the cut starts
- Tell clients in advance if a deadline falls in a cut window

Daily template

- Morning (power): [task]
- Cut window (backup tasks): [task]
- Evening (power returns): [task]
- Deadline at risk today? [yes/no + client to inform]