

EST.

2016

# BRASS TACKS

COACHING

MENTORSHIP

TRAINING

Adaptive

THE DELIVERY

STARTER KIT





# WELCOME

**& HOW TO USE THIS KIT**

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## & HOW TO USE THIS KIT

Most productivity and delivery systems weren't designed for neurodivergent entrepreneurs or the reality of solo service work, regardless of neurotype. This kit helps you design a client journey that feels **consistent and flexible**. You'll start by recognizing common energy patterns (no deep introspection needed), then explore matching client delivery styles. From there, you'll create your own adaptive delivery map.

Come back to it anytime your rhythm shifts. There's no one-size-fits-all. This is about *trusting your process* and building reliability from the inside out.

I sincerely hope this helps you as much as it's helped me!

*—Keisha Whaley*

**BUILT BY AN  
AuDHDer FOR  
MAX FLEXIBILITY**



# **ADAPTING** *to Flexibility* **IN THREE STEPS:**



## **1. GET TO KNOW YOUR ENERGY PATTERNS**

When it comes to your work, are you a person that gets energy in bursts with recuperation needed in between? Or does your energy build up incrementally as you get more information? Does it depend on the situation?

## **2. DECIDE THE DELIVERY STYLE THAT MATCHES YOUR PATTERN**

Automated systems, schedulers, and reminders could be the trick. Maybe you need extended timelines and less pressure points as you're getting in flow with a new client. And always give yourself permission to switch things up if your pattern changes.

## **3. BUILD YOUR WORKFLOW**

Set up your internal systems to respond to you, not the other way around. Just like you have clothes for certain types of weather, you can have systems and resources for your energetic seasons.

# STEP 1

## GET TO KNOW YOUR ENERGY PATTERNS:



**Which of these patterns feels most familiar right now?** (Even if you don't typically honor them)

1. **BURST + FADE**

I have intense periods of focus followed by crashes or low-energy days. I don't thrive on doing the same thing every day.

2. **ANCHOR + FLOAT**

I can handle one or two scheduled commitments per week, then float the rest based on how I feel. I like some variation, but am generally happy with a routine.

3. **CYCLICAL SEASONS**

My energy comes in waves. Certain weeks, months, or seasons feel easier to be productive, in others I need more rest. Routines are hard for me to follow year-round.

4. **SLOW BUILDER**

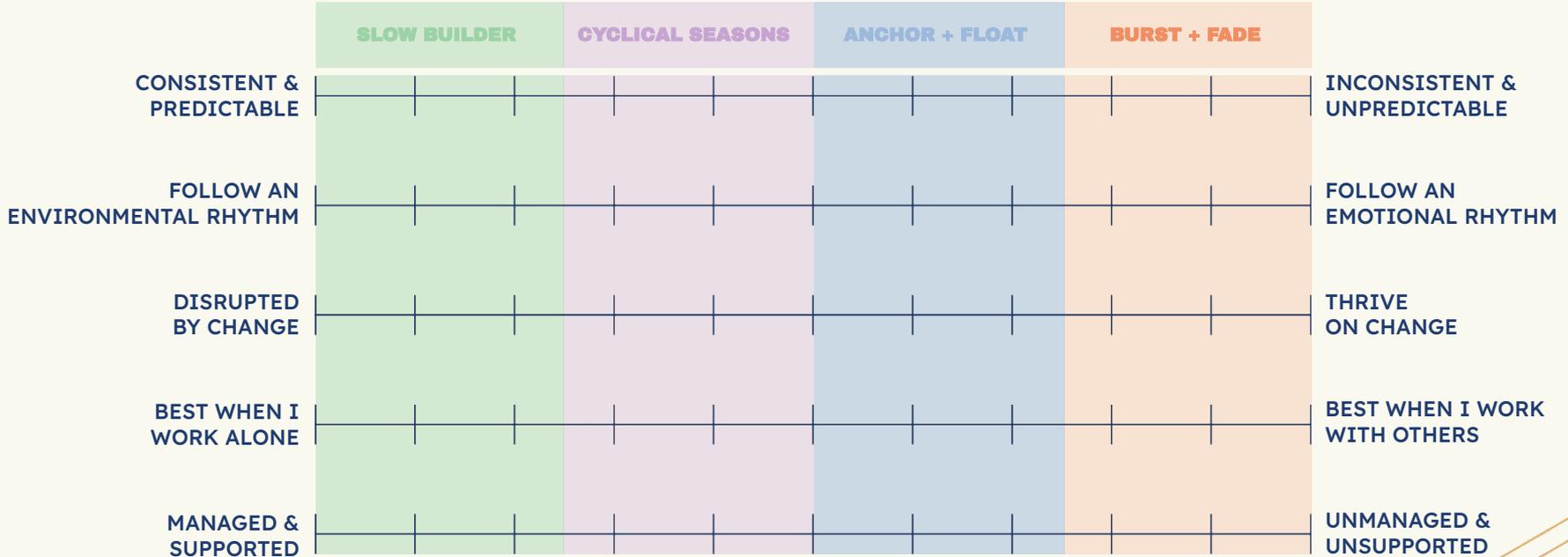
I need time to warm up to tasks or ideas. I do my best work with longer timelines and fewer surprises. I love structure and routine that allows me to be methodical.

# STEP 1

## GET TO KNOW YOUR ENERGY PATTERNS:



If you're not sure or want more detail, mark where on these scales your energy most falls.



# STEP 2

## MATCHING DELIVERY STYLES:



Match your energy pattern(s) with ways to deliver a consistent, trustworthy experience (without forcing yourself into rigid timelines).

<b>BURST + FADE</b>	Use <b>high-energy days for production</b> and even pre-schedule things like outreach and follow-ups. Use <b>templates/checklists</b> where it makes sense. Use an <b>auto-responder</b> during fades (or make it a permanent fixture).
<b>ANCHOR + FLOAT</b>	Designate " <b>client days</b> " from " <b>work days</b> " or set a consistent check-in rhythm. <b>Batch prep on your float days</b> and build in total rest where no work is allowed.
<b>CYCLICAL SEASONS</b>	Plan <b>delivery peaks around your high-output months</b> . Build in generous buffer time. Consider taking clients on a schedule allowing for slight overlap for cashflow.
<b>SLOW BUILDER</b>	<b>Extend timelines</b> , even if they're beyond industry norms. Use <b>asynchronous communication</b> like schedule-send emails, recorded messages, and forms when you can. Let things simmer before delivery.

# STEP 3

## BUILD YOUR ADAPTIVE WORKFLOW:



**1. Which pattern(s) best describe your current energy rhythm?**

*Ex: Burst + Fade with some Slow Builder tendencies*

**4. What helps your clients feel seen, supported, and safe? Ex:**

*Transparency; mid-project check-ins; clear handoffs*

**2. What part of your client delivery tends to feel rigid, stressful, or easily disrupted? Ex: Weekly live calls; on-demand messaging; strict deadlines**

**5. How can you deliver that support in a way that matches your rhythm? Ex: Batch all check-ins on Wednesdays; set expectation for 48hr responses**

**3. What small adjustment could make that piece more flexible or supportive? Ex: Switching to asynchronous video updates; creating a buffer week in timelines**

**6. What's your fallback plan when life or energy gets disrupted? Ex: A simple delay email template; a "backup week" in each timeline**



# THANK YOU

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