

Week 44 Focus — Circadian Rhythm

Focus Question: Consider the rhythm of your day. When can you do your best work? Around what tasks?

DESCRIPTION

When are you at your best?

There has been a lot of research done on our natural body rhythms. The study of chronobiology explores our natural rhythms. While some of us are “early birds” and love to get things done in the early hours of the morning as the world wakes up, others may find they get their “next wind” in the evening.

What do you notice about when you are at your best for completing different tasks?

There may be different times of the day when it is good for you to complete different tasks such as:

- Complete finances and accounting work
- Engaging in writing projects
- Reviewing reports
- Hold one-on-one or coaching calls
- Undertake performance conversations with your team

While not everyone may have the opportunity to adjust their schedule, remote work can make this an even more important issue for many. Undertaking tasks when we are more inclined to have the focus we need, may allow us to get more done, more quickly.

ACTIVITY

In an ideal state, what would your ideal day or week of work look like? WHAT would you do WHEN?

Make a list of the different tasks you need to complete in the next 1-3 weeks. What time of the day might you be best placed to complete them in?

CONNECTION TO THE WORKBOOK AND PLANNER

Consider using the time trackers (Monthly Planning Tools) to track **when** in the month you are completing core tasks, but also the **time of day**. Instead of tracking by one color per activity, you may consider tracking by M, A, N – Morning (M), Afternoon (A), Night (N).

After tracking your time of day rhythms (could be a week or more), what do you notice?

What adjustments could support you in maximizing your work routine?

“We have made clocks that are perfectly in sync with the industrial machinery and the Information Age and perfectly out of sync with nature and our circadian rhythm.”

Khang Kijarro Nguyen