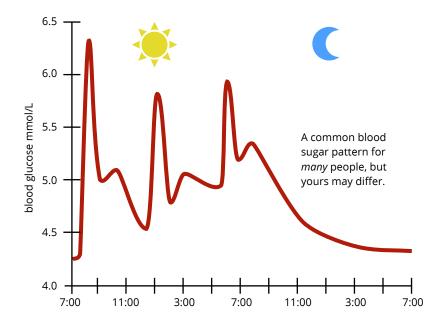
## Developing a productive routine

Your blood sugar changes over the course of the day, which changes the amount of energy you have for certain kinds of tasks. Feeling tired and cranky after a big lunch is perfectly normal, but it's not the best time to schedule an important meeting (Daly, 1998).

Each day sends many different kinds of work in our direction, so it's helpful to think about the best time to perform each.

You can use the chart below to work this out.



| AM  | 6:00              | 7:00              | 8:00              | 9:00              | 10:00             | 11:00             |
|-----|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|     | 00 15 30 45       | 00 15 30 45       | 00 15 30 45       | 00 15 30 45       | 00 15 30 45       | 00 15 30 45       |
| DNA | 12:00             | 1:00              | 2:00              | 3:00              | 4:00              | 5:00              |
| PM  | 00 15 30 45       | 00 15 30 45       | 00 15 30 45       | 00 15 30 45       | 00 15 30 45       | 00 15 30 45       |
| DNA | 6:00              | 7:00              | 8:00              | 9:00              | 10:00             | 11:00             |
| PM  |                   |                   |                   |                   |                   |                   |
|     | 00   15   30   45 | 00   15   30   45 | 00   15   30   45 | 00   15   30   45 | 00   15   30   45 | 00   15   30   45 |
| AM  | 12:00             | 1:00              | 2:00              | 3:00              | 4:00 45 45 4:00   | 5:00 <b>5:00</b>  |

map it

Choose a colour to represent each of the different types of work listed

| set colour here   | below. Then, use those colours in the timeline above to map out the best times of day for you to do them.  |  |  |  |
|---|--|--|--|--|
| Routine work. These are the activities you do so often you don't have to think much about them. Routine tasks could include paying bills or preparing status reports.                   | Practice work. This refers to those tasks that require you to learn. Studying policy manuals or clarifying business requirements could fall under this category.               | Creative expression. These types of activities don't require any serious focus unless you wish it to. Painting, drawing, playing music and writing in a diary fall here.       |  |  |
| Reactive work. This refers to those activities that require concentration but no immersion. Reactive tasks could include responding to messages or updating a Gantt chart.              | Interactive work. This cluster of tasks involve other people, requiring your empathy, understanding and patience. Meetings, negotiations and even social media work fall here. | Buffer time. This refers to the times when you just need to switch off. Perhaps you watch TV or putter in the garden. Maybe you play a video game or even just feed your fish. |  |  |
| Immersive work. These are activities that require most of your concentration and rely on memory and creativity. This could include analytical work, design or developing something new. | Physical work. These activities require little by way of brainpower, but do require physical exertion. Going to the gym, working outside and even housework could fall here.   | Sleep. This is essential time that must factor into every day. How much sleep you get and when you get it is different for everyone. Try to get as much as your body needs.    |  |  |