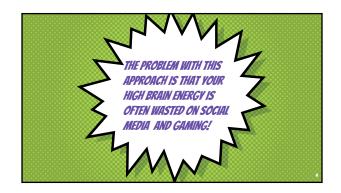


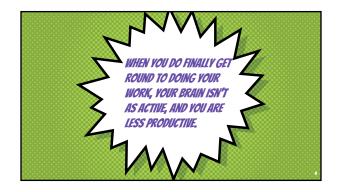
- It hits a sweet spot at this point when all your brain neurons are firing with maximum effect!
- Brain efficiency can vary, she says, but in the morning it can be 30% more active and sharp than it is at other times.
- The longer the day goes on, the more self-control issues you will have.
- For example if you are trying to give up chocolate you will rarely crack at 10am, but at 4.30pm it's a different story...
- In the same way our work is best completed in the morning. If you say you will leave something until 5pm, the chances are you will not do it!























NOTE DOWN YOUR
ANSWERS TO THE
FOLLOWING
QUESTIONS:





3. WHAT ARE YOUR HABITS AND RITUALS (REPEATED BEHAVIOURS)?



5. DO THEY SET YOU UP FOR A GOOD DAY?





OVER TO YOU....

- × Have a look at the work you have to do this week.
- × Use the "Energy Line" method to prioritise your to-do list.
- × Take the highest priority (EXTREME) tasks, requiring the most energy.

 × Schedule these for the morning slots during the whole
- week.
- Commit to clearing them early in the day. Use the following examples to help you...

1. USE THE ENERGY LINE METHOD TO ORGANISE YOUR TASKS...

	EXTREME	HIGH	MEDIUM	LOW	IDLE
0 0 0	MAX 2 TASKS	MAX 4 TASKS	MAX 8 TASKS	MAX 4 TASKS	MAX 2 TASKS
0 0 0					
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HERE IS AN EXAMPLE OF A COMPLETED ENERGY LINE...

			, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	<u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>	
	EXTREME	HIGH	MEDIUM	LOW	IDLE
	MAX 2 TASKS	MAX 4 TASKS	MAX 8 TASKS	MAX 4 TASKS	MAX 2 TASKS
	nplete Biology assignment	Complete maths homework	Finish reading Merchant of Venice	Buy new stationary and notepad	Send off for driving licence
	th conclusion of nglish essay	Read through genetics notes for exam	Mock exam reminders / dates in phone	Book onto 3 University open days	Finish and send my CV out
00000		Create revision timetable	Start Personal Statement	Put Biology practical results into spreadsheet	
			Spend time on UCAS looking at courses / options		

....THEN ORGANISE THEM INTO THE WEEK, USING TIME YOU HAVE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
What: Biology When: Free Lesson (10–11)	What: English essay When: 9–10am	What: Revision Timetable When: 9–10	What Merchant of Venice When: 8–9am	What: Personal Statement: When:8-9.30
	What:Maths Homework When: 11–11.30			
What: Get Stationary in town / send for driving licence When: 5-6pm	What: Research Uni courses on UCAS When: 6–7pm	What: Exam Reminders When: 6-7pm	What: Read Genetics notes When 7–8pm	What:Finish CV When 5-6pm

IN THIS EXAMPLE ALL MY TASKS ARE CLEARED IN ONE WEEK

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	What: Biology When: Free Lesson (10–11)	What: English essay When: 9–10am	What: Revision Timetable When: 9-10	What Merchant of Venice When: 8–9am	What: Personal Statement: When:8-9.30
8		What:Maths Homework When: 11–11.30			
	What: Get Stationary in town / send for driving licence When: 5-6pm	What: Research Uni courses on UCAS When: 6–7pm	What: Exam Reminders When: 6-7pm	What: Read Genetics notes When 7-8pm	What:Finish CV When 5-6pm

HIGH ENERGY TASKS ARE ALL DONE IN ANY AVAILABLE TIME DURING THE MORNINGS...

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
What: Biology When: Free Lesson (10–11)	What: English essay When: 9–10am	What: Revision Timetable When: 9-10	What Merchant of Venice When: 8-9am	What: Personal Statement: When:8-9.30
	What:Maths Homework When: 11–11.30			
What: Get Stationary in town / send for driving licence When: 5-6pm	What: Research Uni courses on UCAS When: 6–7pm	What: Exam Reminders When: 6-7pm	What: Read Genetics notes When 7–8pm	What:Finish CV When 5-6pm

LOW ENERGY TASKS ARE LEFT UNTIL THE EVENINGS, LEAVING PLENTY OF TIME FOR RELAXING, GAMING AND SOCIAL MEDIA.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
What: Biology When: Free Lesson (10–11)	What: English essay When: 9–10am	What: Revision Timetable When: 9-10	What Merchant of Venice When: 8–9am	What: Personal Statement: When:8-9.30
	What:Maths Homework When: 11–11.30			
What: Get Stationary in town / send for driving licence When: 5-6pm	What: Research Uni courses on UCAS When: 6–7pm	What: Exam Reminders When: 6–7pm	What: Read Genetics notes When 7-8pm	What:Finish CV When 5-6pm

FINAL THOUGHTS

- Each of these methods of organisation, requires careful thought,
- and time to plan.

 Sometimes we can think that the time spent planning when to do tasks is wasted time.
- × The opposite is true!
- The opposite is rue:

 By spending more time planning when to complete tasks, you will actually find yourself with more free time.

 Following 1 week of using those breakfast slots note down:

 * What went well?

 * What needs adjusting?
- × Now adapt accordingly for the future.