

## **SYSTEMS:** **2. THE BREAKFAST CLUB**



**HOW SHARP ARE YOU IN THE MORNING?**



**HOW LONG DO YOU TAKE TO GO FROM THIS...**



**....TO THIS?**

## **BIG IDEA**



- × In "Sex, Sleep, Eat, Drink, Dream: A day in the Life of Your Body", Jennifer Ackerman shares research suggesting that for most people the brain is at its sharpest 4 hrs after waking up.
- × Suggesting, basically, that our brains need time to get up to speed.
- × 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!

**HOW OFTEN HAVE YOU USED  
A STUDY PERIOD TO EASE  
YOUR WAY INTO THE DAY?**

HAVE YOU EVER SAID TO  
YOURSELF,  
"I'LL JUST GET A COFFEE  
AND CHILL DURING MY  
FIRST FREE LESSON."

OR.....I'LL FINISH MY  
ASSIGNMENT THIS EVENING  
WHEN I GO HOME..."

THE PROBLEM WITH THIS  
APPROACH IS THAT YOUR  
HIGH BRAIN ENERGY IS  
OFTEN WASTED ON SOCIAL  
MEDIA AND GAMING!

WHEN YOU DO FINALLY GET  
ROUND TO DOING YOUR  
WORK, YOUR BRAIN ISN'T  
AS ACTIVE, AND YOU ARE  
LESS PRODUCTIVE.

**SOLUTION:.... JOIN THE BREAKFAST CLUB....**



**IF YOU DISCIPLINE YOURSELF, AND SET ASIDE  
SOME "SWEET SPOT TIME" IN THE MORNING...**



**... YOU ARE MUCH MORE LIKELY TO CLEAR THE JOB..FACT!!!**



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**...WE DO UNDERSTAND THIS MAY BE A DIFFICULT CHANGE FOR SOME OF YOU!!??**



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**...THE FOLLOWING QUESTIONS WILL HELP YOU ANALYSE YOUR CURRENT ROUTINE, BEFORE SETTING YOURSELF A NEW SCHEDULE....**



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**REVIEW YOUR MORNING ROUTINE.**

**NOTE DOWN YOUR ANSWERS TO THE FOLLOWING QUESTIONS:**

**1. WHAT TIME DO YOU WAKE UP?**

**2. WHAT DO YOU DO  
WITH YOUR FIRST  
HOUR?**

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

**4. ARE THEY  
POSITIVE?**

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

**6. HOW LONG DO  
THEY TAKE?**

**7. ARE THEY WORTH  
IT?**

### 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.
- × Then...
- × 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
MAX 2 TASKS	MAX 4 TASKS	MAX 8 TASKS	MAX 4 TASKS	MAX 2 TASKS

### HERE IS AN EXAMPLE OF A COMPLETED ENERGY LINE...

EXTREME	HIGH	MEDIUM	LOW	IDLE
MAX 2 TASKS	MAX 4 TASKS	MAX 8 TASKS	MAX 4 TASKS	MAX 2 TASKS
Complete Biology assignment	Complete maths homework	Finish reading Merchant of Venice	Buy new stationary and notepad	Send off for driving licence
Finish conclusion of english 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
	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 AVAILABLE IN 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

### 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
	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!
- × 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.