

# My circadian rhythm



Mindfuel360

Promoting well-being and positive culture

**Moderate alertness - Decision making time**

**High alertness 1 - Deep cognitive work**

**Low alertness - Networking & social media time**

**High reactionary/collaboration - Team meetings**

**High alertness 2 - Creative/problem solving time**



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# To-do list

DATE:

“

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# TYPES OF WORK



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**Problem solving work**

**Reactionary work**

**Planning work**

**Procedural work**

**Insecurity work**



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# Tips to find and eat your #1frog

**High impact  
+ problem  
solving work**



**High impact  
work (all  
other types)**

**High impact  
work (all  
other types)**



**Low impact  
work (all  
types)**

1. Write down your goals a day in prior
2. Choose your #1 frog and schedule it in your calendar
3. Avoid/close social media, communication and email tabs while doing deep individual work
4. Eat that frog

# My work schedule



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**1st part : (Eg: 9am - 10am)**

**2nd part : (Eg: 10am - 1pm)**

**3rd part : (Eg: 1pm - 3pm)**

**4th part : (Eg: 3pm - 5pm)**

**5th part : (Eg: 6pm - 7:30pm)**