

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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Promoting well-being and positive culture

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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Promoting well-being and positive culture

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)