# My circadian rhythm



**Moderate alertness - Decision making time** 

High alertness 1 - Deep cognitive work

Low alertness - Networking & social media time

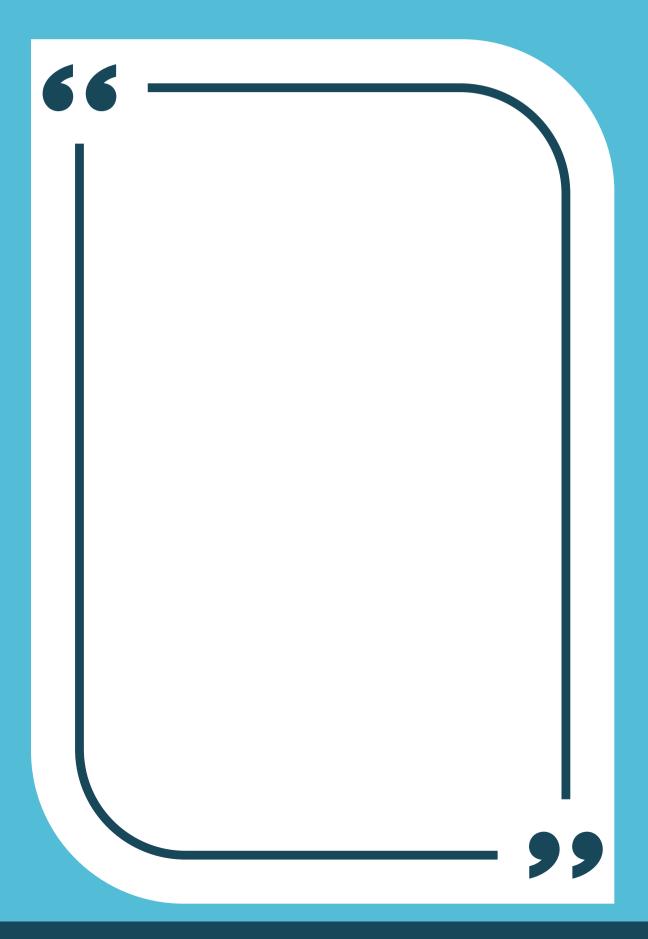
High reactionary/collaboration - Team meetings

High alertness 2 - Creative/problem solving time

#### To-do list



DATE:



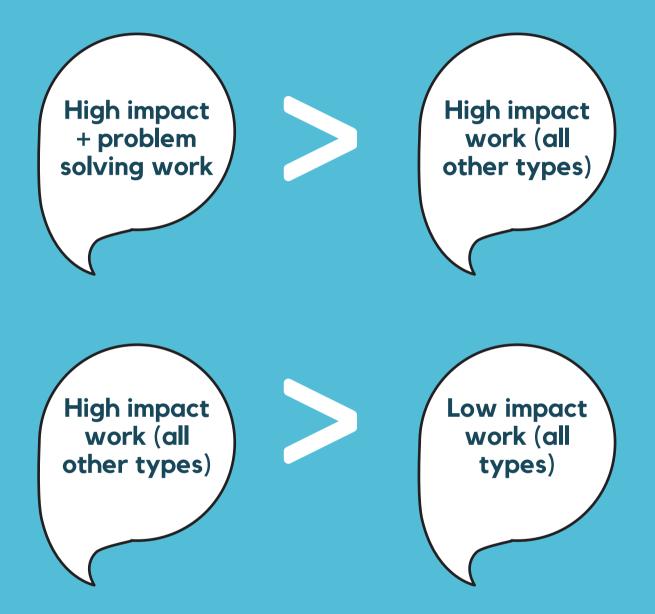
### TYPES OF WORK



Problem solving work
Reactionary work
Planning work
Procedural work
Insecurity work

## Tips to find and eat your #1frog





- 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



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)