

EXERCISE: DISCOVER YOUR PRODUCTIVITY PEAKS

You have probably noticed that there are times of day when your brain feels sharp and focused, and other times when even the simplest task feels like a slog. Understanding your own rhythm can be important when it comes to overcoming procrastination. If you know when you are at your best, you can use that time for the work that matters most, whether it is writing, studying or tackling complex problems. And, just as importantly, recognising when your energy tends to dip can help you plan for rest, recovery or simpler tasks. This exercise will help you tune in to your natural highs and lows so that you can align your schedule more closely with your own rhythm.

Track your energy and focus

For the next week, use the checklist in Table 6.4 to observe and jot down how you feel during the day. For better accuracy, fill this out during or shortly after each time period. You can use your phone, planner or sticky notes – whatever is easiest.

Table 6.4 Energy and focus checklist

Notes	Energy level (1–5)	Focus level (1–5)	Time of day
Morning			
Early afternoon			
Late afternoon			
Evening			

Identify your peak and dip

After one week, look for patterns. When are you naturally more focused or energetic? When do you tend to feel sluggish or distracted?

Adjust your schedule

Try scheduling one important or complex task during your peak hours and save routine or low-stakes tasks for your lower-energy times. If your schedule allows, use this knowledge to block out a thirty-to sixty-minute session during your peak time and protect it from interruptions.

Note that this exercise is not about becoming perfectly efficient; it is about working with your biology rather than against it. Small changes can make a big difference.