





## 14% OF POPULATION

GO TO BED

10:00pm

WAKE UP

06:00am

PEAK-PERFORMANCE HOURS

06:00am - 11:00am



Do your deep work and focus sprints in the morning and shallow work in the afternoon.

These results are based on Dr Michael Breus' book The Power of When.

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### OPTIMISED CHRONOTYPE

## - DAILY SCHEDULE -

It is estimated that around 14% of the global population is a lion, or sometimes referred to as an 'am-shifted' person. You're part of the early-bird cohort (alongside Michelle Obama, Sir Richard Branson, (the late) Steve Jobs and Benjamin Franklin). As a lion, you prefer to wake up early in the morning, feel most energised at the start of the day and are happy to go to bed in the early hours of the evening (a dinner party invitation for 8pm makes you panic!).

PEAK- PERFORMANCE HOURS	ENERGY TROUGH HOURS	OPTIMAL SLEEP TIMES
6:00am-11:00am	12:00pm-2:00pm	10:00pm-6:00am
Your energy and focus are at their peak in the early hours of the morning. This is when you're best to tackle your 'deep work' (mentally taxing tasks) and should try to build a fortress around your focus at this time by disabling as many digital distractions as possible.  This is an ideal time to solve problems and to think critically about any issues that need some deep thought. It's also an ideal time to make decisions, or a powerful impression if meeting others for the first time.	Your energy and focus are likely to dip around midday (depending on just how early you start your day as a wolf). This is when you may start to feel tired and may become more easily distracted. This may also be the time where your motivation starts to wane.  This is a typical part of your circadian rhythm and is the equivalent to most people's 3:30pm 'slump'. This would be an ideal time to take a longer break, engage in some physical activity (to bolster your focus), or attend to some of your 'shallow work' such as emails, phone calls, meetings (that don't require too much mental rigour, or deep thought).	Ideally, you want to have a digital curfew, around an hour before you sleep (so 9pm if you're intending on being asleep by 10pm). Sleep is vital for our psychological wellbeing, productivity, focus and physical health.  We must ensure we're getting not only the right amount of sleep (the recommendation for adults is 7-9 hours/night), but also getting good quality of sleep (at least 4-6 completed sleep cycles) and accumulating our sleep during our chronotype's optimal sleep times.



#### YOUR OPTIMAL CHRONOTYPE-BASED

## - WORK SCHEDULE -

Based on your chronotype (Lion), it's suggested that you set up your ideal work day according to the following guidelines. This is not a prescriptive timetable as you may not always have full control over your workday schedule. However, where you can set up your day and your calendar, the following parameters are advised as it will allow you to do the most demanding tasks when your energy and focus are at their peak. Try to communicate your chronotype's needs to your partner, family, friends and team to help them to better understand your needs and encourage them to find out their chronotype.

#### TIME

#### SUGGESTED TASKS

PEAK-PERFORMANCE HOURS

6:00am-11:00am

Deep work tasks should be tackled during this time. Tasks that may include critical meetings/calls with decision makers (not progress meetings), meetings/calls involving negotiations, or meetings/calls that require intense mental rigour, or a high level of EQ (emotional quotient) should be scheduled in the morning. Any mentally-demanding tasks that require analysis, logic, synthesis, comparison or evaluation such as data analysis, writing a report or proposal, replying to a complex email, or reading or presenting research. This is the prime time for your deep work as your brain's executive function skills (impulse control, working memory and mental flexibility) are at a peak. This is an ideal time of the day to make important decisions.

ENERGY TROUGH HOURS

12:00pm-2:00pm

Shallow work tasks should be tackled during this time block. Relatively simple or routine tasks should be scheduled between 12-2pm (where possible). This may include tasks such as replying to simple emails (save the complex emails for earlier in the day), performing administrative tasks, making client or team calls. Your executive function skills decline during this window of time so you're much more likely to succumb to digital distractions. This is an ideal time to take a longer break and also engage in some physical activity to bolster your focus for the afternoon.

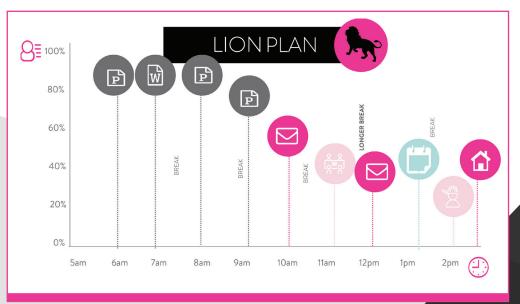
PRIME CREATIVE TIME
2:00pm-4:00pm

Your creativity is typically at a peak between 2-4pm. Try to defer tasks that require innovative thinking, insight or creativity to this time of the day. This is an ideal time for collaborative team discussions, presenting various options or solutions to clients, or for scheduling conversations (meetings or calls) where you know you'll need to think in a non-analytical or non-systematic fashion.

#### **KEY**



breaks every 90minutes



# Your Energy Trough

Research consistently tells us that we need to take regular breaks. We have energy peaks and troughs because of our ultradian rhythm (which means we go through peaks and troughs in our energy and focus in roughly 90 minute intervals). Ideally, we would be taking regular breaks every 90 minutes (possibly less, depending on your personal ultradian rhythm).



Boost your focus by increasing your exposure to light (natural or artificial). Consider going for a brisk walk outside, sitting near a window, turning on additional lights or repositioning yourself near a light source.



Get some 'greentime'. Time in nature will not only boost your focus (it's called the 'attention restoration theory') but it will also reduce your stress- just 40 seconds in nature has been shown to reduce cortisol levels.



Do a ten-minute movement burst to increase your blood flow and boost neurotransmitters that will help you focus like dopamine and norepinephrine. This could include going for a walk, walking the stairs, doing some resistance band training.



Take a nap (but **not** a 'nappuccino', where you have a coffee and then have a nap because by the time the caffeine kicks in you'll be woken up). Ideally, your nap could be 15-20 minutes in duration. This can increase your alertness for up to four hours.



Engage in a five to ten-minute meditation or mindfulness activity.



Close your eyes for just 10 seconds. This allows the temporal and occipital lobes in your brain to have a rest. These two lobes help with auditory and visual processing and they take up 40% of the brain's architecture. So after a day on Teams/ Zoom calls, or working on your computer this part of the brain can need some rest.

#### ADJUSTING YOUR RHYTHM

Your chronotype is biologically determined and cannot be shifted courtesy of the PER3 gene. Your genetics, environment, age and sex combine to influence your chronotype. However, you do have some control over your circadian rhythm and can make some slight adjustments to when you sleep. Please note, you cannot shift from a lion to a wolf.

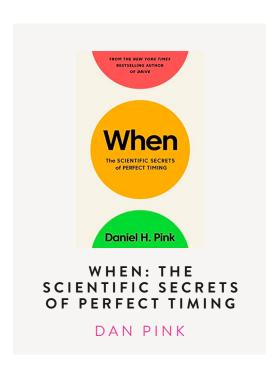
Our bodies rely on zeitgebers, which are environmental cues, to align our circadian rhythm to the external world. For example, light exposure, mealtimes and social interactions are part of our daily schedules that can influence our circadian rhythm. Adjustments to these can have incremental impacts on our circadian rhythm.

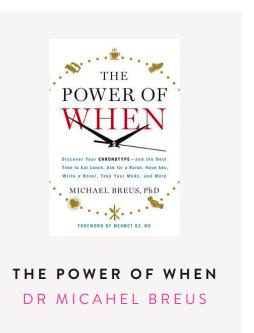
For a lion to shift more towards a bear (biphasic person whose energy peaks in the middle of the day) or wolf (PM-shifted person) you could consider the following ideas:

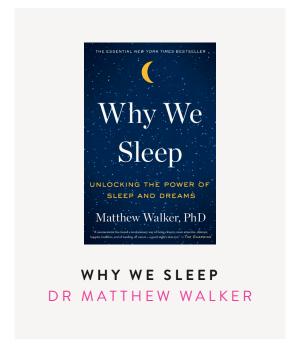
- Shift your evening routine so you try to fall asleep 1-2 hours later than you currently do. Do this gradually over time, in roughly 15-20 minute intervals.
- Expose yourself to lights (energy-saving, fluorescent lights are great, or even your screen) in the two hours before your sleep (not within the 60 minutes before you want to fall asleep).
- Delay your evening meal by 1-2 hours than you ordinarily would.
- Do something stimulating (other than physical activity) 2 hours before you want to now go to sleep. You could call friends, watch something entertaining to delay the onset of sleep.

# MORE READING

INFORMATION IN THIS REPORT IS GLEANED FROM THE FOLLOWING BOOKS AND RESEARCH:







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