



Do you know your daily rhythm?

When do you think you learn best? Can you arrange your learning to coincide with your peak readiness to learn? To get on handle on your individual rhythms of learning, grab a pencil and answer these questions:

- At what time do you naturally awaken?
- Do you tend to dive right into work as soon as you walk into the office, or ease into the day with less demanding tasks?
- At what point in the day is your energy highest? Lowest?
- Do you feel you are more productive in the morning, afternoon, or evening?
- Use the template below to track your energy level, mental clarity, productivity and mood at various times of the day, using a scale of 1 to 5, with 1 being really good.
- Make several copies of the chart and use one each day for a week or two. Assess what trends develop, and adjust your schedule accordingly.

Day: _____ I awoke at: _____ I fell asleep at: _____

Time	8 a.m.	11 a.m.	2 p.m.	5 p.m.	8 p.m.
Energy Level					
Mental Clarity					
Mood					
Productivity					
Ability to Focus					
What I was doing					

www.yourbrainatwork.org



THE CONFERENCE BOARD

