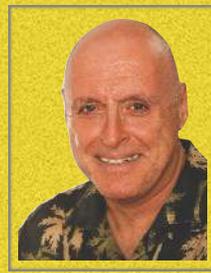


THE EXTRA POINT

BY JERRY ROBERTS



641 Bodyclocks and Prime Working Hours

Are you a morning person, afternoon person, or night person? What, if anything, does that have to do with your productivity? I'm Jerry Roberts and today we're going to visit your body clock to get the answers, next on The Extra Point.

It was probably the mid-1980s when I first heard people talk about their body clock, and being a night person or a morning person. I had always been one to go-go-go all day, and never gave much thought to the idea of being more productive and doing better work at one particular time of the day.

Well, it turned out that it wasn't just one time. We usually have two and maybe three spots during the day when we're at our best. One of those times is likely our absolute best. The rest of the time might be divided up into average productivity and low productivity.

At that time I had a daily radio show, 6-10 a.m. I came into the station fresh and ready to go, and found that I was at my best between 6:45 and 8:30. Everything seemed to be better during that time, and I had more fun.

At 10, when I came off the air, I relaxed and went into a low-, or maybe no-productivity time.

Then I'd go work out or play racquetball, and even though usually exhausted, my creative energy was pretty high from 2-3 p.m. Later, at night, I had another spurt between 7-8, and then I went on cruise control until bedtime.

Pay attention to your own energy flow during the day, and plan your work around that. If you know that you're at your tip-top best from 8:30 to 10 a.m., then that's when you want to schedule your most challenging or most important work.

Perhaps you're in a project and you need an

hour or two a day when you're at your creative best and things are really clicking for you. That would be the right time for it.

Let's say you have to research information on the internet. That's the kind of work you might want to slot for your less productive, lower energy times. One word of advice. It's during low energy periods that Internet work is a little more dangerous, because we can easily become distracted and disappear down a few online rabbit holes, likely to blow off 20-30 minutes getting nothing done.

So your question might be, "Does this apply to everybody?" I think so, but most people never dig into the science and figure it out. The good news is that you don't have to. All you have to do is keep a log for a week, maybe a month.

When do you feel more energetic and when are you less energetic? When are you most creative? When is your head clearer and you're better able to exchange ideas with others? If you're in sales and you can figure that out, those times might be when you want to line up your sales presentations.

Now, are you going to go to your boss and say, "Boss, here are the times I'll be productive for you, and the rest of the time I probably won't be." Uhh, no, don't do that. Just become aware of the times each day when you're charged up and ready to go.

That's The Extra Point. Stay home and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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