



Invest in Your Wellness with Wellness Works®

Welcome to the UBA Partner Firm exclusive newsletter focusing on your biggest and most personal asset – wellness.

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- Unlock Your Prime-Time Energy Level: Achieve Optimal Productivity
- Book Review | *At Your Best: How to Get Time, Energy, and Priorities Working in Your Favor*

Unlock Your Prime-Time Energy Level: Achieve Optimal Productivity

In a world where many things compete for your attention, achieving a productive day can be challenging. Sometimes, working more hours can help you get more done, but it can also make you feel tired and stressed. Everyone only has 24 hours in a day. An essential aspect of enhancing productivity is identifying peak energy periods and directing your efforts toward tasks during these moments.

The Concept of Biological Prime Time

Coined by Sam Carpenter in his book *Work the System: The Simple Mechanics of Making More and Working Less* and later popularized by productivity expert Chris Bailey in *The Productivity Project: Accomplishing More by Managing Your Time, Attention, and Energy*, the idea of biological prime time reveals a hidden aspect of our lives. During these periods, your energy peaks, your focus sharpens, and your cognitive abilities soar.

Imagine a part of the day when your mind is brimming with creativity, your concentration is unwavering, and your problem-solving skills are at their peak. Your biological prime time is when handling complex tasks, making crucial decisions, and engaging in profound work is most effective.

A Personalized Journey to Productive Excellence

Determining your biological prime time is a process that combines self-reflection with data collection. Here's a step-by-step guide to discovering your unique energy peaks.

- **Gather Data**
Take two weeks to carefully track your energy levels throughout the day. Use a scale of 1 to 5 to measure your energy at various hours.
- **Spot Patterns**
Study the data for consistent trends after these two weeks to reveal the hours when your energy consistently peaks and tends to dip.
- **Understand Sleep Patterns**
Consider your sleep habits. Are you a morning person or a night owl? These habits significantly impact your biological prime time. Keep a regular sleep schedule for accurate insights.
- **Temporarily Avoid Caffeine**
To understand your natural energy rhythms, temporarily reduce or abstain from caffeine to help distinguish between genuine energy spikes and those caused by caffeine.

Organizing Your Day for Peak Performance

Once you have a grasp of your biological prime time, you can adjust your daily routine to make the most of this valuable resource.

- **Prioritize Key Tasks**
Reserve your prime energy hours for tasks that require intense mental focus and creativity. These hours are ideal for handling complex projects, making important decisions, and immersing yourself in focused work.
- **Minimize Distractions**
Create a setting free from interruptions during your biological prime time. Turn off notifications, put your phone away, and close unnecessary tabs on your computer to stay focused.
- **Plan Breaks Intentionally**
Acknowledge your energy level's natural ebb and flow. Use your low-energy periods for breaks, less demanding tasks, and recharging to maintain productivity and prevent burnout.
- **Be Consistent**
Whenever possible, align your daily routine with your biological prime time. Keep a regular sleep schedule to optimize your energy cycles.

In a world full of distractions and where time is limited, the concept of biological prime time is a game-changer. It empowers you to work smarter, not harder, by syncing tasks with our natural energy patterns. By incorporating this concept into your life, you can transform your approach to productivity, enhance efficiency, and embark on a journey toward your goals with newfound clarity and determination. Discover the power of your biological prime time and tap into an undiscovered well of your potential.

Book Review | At Your Best: How to Get Time, Energy, and Priorities Working in Your Favor

In *At Your Best: How to Get Time, Energy, and Priorities Working in Your Favor*, author Carey Nieuwhof offers advice to help you manage your time better, have more energy, and figure out what's most important. This book discusses how to stop feeling so busy and tired and shares ideas to make your life easier and happier.

Highlights

Be Better at Using Your Time. Nieuwhof gives tips for reducing stress and burnout by doing similar tasks together, avoiding distractions, and finding the times when you work the best to help you get more done without feeling overwhelmed.

Get More Energy. Instead of just talking about managing time, Nieuwhof talks about managing your energy, which is like fuel for your body and mind. He talks about exercising, staying calm, and having good relationships to feel more awake and less tired. It's like learning how to recharge your batteries.

Focus on What's Important. This book helps readers determine what matters and how to make those things a bigger part of their lives. He talks about how to say “no” to things that aren't that important and how to make choices that make you happy.

The Final Word

At Your Best is like a toolbox full of great ideas for anyone who wants more control over their busy life. Carey Nieuwhof writes in a way that's easy to understand, and you'll learn how to deal with being busy and tired in a much better way. If you want to stop feeling overwhelmed and enjoy life more, this book is an excellent choice.