

My Time States

Identify your Times States and ride them like a wave for maximum productivity and creativity. Two key strategies for maximizing Time States:

1. Don't waste higher Time States on lower activities.

Reserve your A- and B-Times for your highest priorities. For example, if mornings are your A-time, get to work early and schedule your workout and social time for later in the day. Vice-versa if your natural rhythms tend toward Night Owl.

2. Don't force higher activities into lower Time States.

When A-Time has subsided, staring at your computer won't bring it back. Rather than forcing out subpar work you'll end up re-doing anyway, move on to a Time-State appropriate activity.

A-Time	B-Time	C-Time	D-Time
Characterized by intense creativity and the perception of warped time, aka Flow State.	Characterized by strong productivity.	Characterized by low mind engagement but still physically engaged.	Characterized by low physical and mental engagement, heading toward exhaustion.
Best used for highest priority mind-work, problem-solving, project development, creative expression.	Best used for cranking through tasks, email, meetings, To-Do list.	Best used for exercise, house work, socializing.	Best used for activities that consciously restore mind and body.
My A-timeframes are	My B-timeframes are	My C-timeframes are	My D-timeframes are
My A-tasks are	My B-tasks are	My C-tasks are	My D-tasks are