

# CHRONOTYPES

- **Morning Lark:** most productive 4 am to noon
- **Afternoon emu:** most productive noon to 8 pm
- **Night Owl:** most productive 8 pm to 4 am

## ***When Before What -***

Instead of planning based on *what* needs to be done, make your foundation *when* it's best for you to do certain kinds of work.

Pay attention to your energy level to understand the times of day and days of the week that are optimal for doing your best work.

## **First in Priority Doesn't Always Mean First in Sequence**

A few factors you might consider for determining the when for your most important tasks:

- Access to the right environment
- Times of day that best suit your natural chronotype
- Other projects or responsibilities already on your schedule
- Availability of collaborators