

SCHEDULING CONSIDERATIONS

Focus blocks - Focus blocks are dedicated to your best work. Make plans for this time with your chronotype. (Suggested time frame: 90-120 minutes) Try to plan at least 3 per week in your schedule.

Social blocks - This is spending time with others. Determine when are you at your best energetically for spending time with other people. (Suggested time frame: 90-120 minutes) This may seem easy for some of us, but, for today's young adults, socializing is harder and may actually need to plan for this and what it looks like.

Admin blocks - This is for lower level work that doesn't require heavy lifting. (Suggested time frame: 30-60 minutes at a time)

Recovery blocks - These are activities that recharge our batteries. Time frame varies.