



The Time Trading Guru

Mental Alertness Cycle Worksheet

©Robert Renaud

Mental Alertness Cycle Worksheet

Do the following exercise to understand your mental alertness cycle.

1. Identify what activities you tend to do during specific time intervals:

8-10am	10am-12pm	12-2pm	2-5pm

2. You should end up with a list of activities under each time slot, such as the following:

8-10am	10am-12pm	12-2pm	2-5pm
Read email	Attend meetings	Read emails	Complete analysis
Organize work	Walk about office to meet with managers	Eat food	Read emails

3. You should end up with a list of activities under each time slot, such as the following:

8-10am	10am-12pm	12-2pm	2-5pm
Read email	Attend meetings	Read emails	Complete analysis
Organize work	Walk about office to meet with managers	Eat food	Read emails

Mental Alertness Cycle Worksheet

4. Once you've identified the activities, indicate your mental alertness either as, low, medium or high.

	8-10am	Mental Alertness
		L
Activity		M
		H

5. Taking the example from above, you then allocate your mental alertness level for each activity undertaken during the day.

	8-10am	Mental Alertness
	Meetings	L
Activity	Analyse work	L
	Read email	M
	Organize work	M
	Analyse work	H

Mental Alertness Cycle Worksheet

6. You'll now have a complete picture of the activities you do, when you do them, and your mental alertness associated with the time period.

8-10am	Mental Alertness	10-12pm	Mental Alertness	2-5pm	Mental Alertness
	L		L		L
	M		M		M
	H		H		H

7. Now, taking our example, we can see a more full and complete picture emerging. What the example below tells us is that our mental cycle is medium in the morning, it wanes in the late morning then we reach our peak from 2pm to 5pm. So now that we know this we can ensure that the work that requires the greatest concentration levels should be saved for the afternoon, and the more mindless drivel items or a break should be done when our mental cycle reaches our low period from 10am to noon.

8-10am	Mental Alertness	10-12pm	Mental Alertness	2-5pm	Mental Alertness
Read email	L	Meetings	L	Analyse work	L
Organize work	M	Meetings	M	Read email	M
	H	Meetings	H	Analyse work	H

Mental Alertness Cycle Worksheet

Once you understand your mental energy cycle, you can then begin to control your external environment. Take the time to understand the relationship between the work you do every day and your mental ability to complete it well. The effort you put into this simple exercise will yield a greater understanding of when you perform best and when you don't. This revelation will permit you to realign your daily activities in a more productive way.

Good luck with managing your mental alertness cycle.