


# WEEKLY SCHEDULING BLUEPRINT

A person is sitting at a desk, using a laptop. The laptop screen displays a calendar application with various colored blocks representing tasks or events. The person's hands are visible on the laptop keyboard. The background is slightly blurred, showing a desk and some office equipment.

Science and mindset-based tools and practices to optimize your productivity, elevate your mood, mental, emotional and physical health and optimize your overall performance during your week.



# OPTIMIZE YOUR MORNING ROUTINE

The point of a morning routine is to set you up for success during your day. This doesn't require hours and hours of time. Instead there are a few key practices that will ensure you have sustained levels of energy, focus and motivation throughout your day AND make it easier to drop into a restful and content state at the end of your day.

- ✓ Note your wake up time. This will tell you the Productivity Sweet Spot for your day.
- ✓ Get sunlight or bright light in your eyes (first 1 - 3 hours) to set your daily circadian rhythm and the Phases of your day.
- ✓ Hydrate. Start your day with 16 - 32 oz of water.
- ✓ Exercise. Moving your body early in the day helps you sustain elevated levels of energy, focus and motivation. Even a 10 minute daily walk will help you experience elevated mood throughout the day. And when you feel good, you will be more productive.

# 2

## TIME BLOCKING TO OPTIMIZE YOUR SCHEDULE

- ✓ Get It Done Time Blocks. For hard, effortful cognitive work - schedule these into Phase I. Less mentally demanding work can be scheduled into Phase II (i.e., email, Slack, routine tasks).
- ✓ Get Creative. Creativity is a 2 part process. Brainstorming is better done in Phase II of your day (pro tip - go for a walk - repetitive movement opens the creativity circuits in your brain). The other half of creativity - making an idea useful is hard, effortful work and is best scheduled into Phase I.
- ✓ Get Better. This is time for skill development or to broaden/enhance your knowledge base. For adults (age 25 and over), learning is hard work and requires a big demand on the brain so this type of work is best scheduled into your day in Phase I.
- ✓ Time Blocks should be 90 minutes or less. However, Get Better time blocks might need to be much shorter 30 minute blocks.
- ✓ Ideally you would only have 2 - 3 really challenging time blocks on your schedule per day. These are fatiguing and there will be diminishing returns in terms of productivity and performance if you try to go beyond this.

# 3

## OPTIMIZE YOUR DAILY PRODUCTIVITY

- ✓ If you lack focus, feel scattered or distracted, do a 60 - 90 second visualization practice. All this requires is staring at a point on your computer screen for 60 - 90 seconds. Your mental focus follows your visual focus will train your mental focus.
- ✓ If you lack energy, move your body. Any type of movement will re-energize you. This includes talking, walking, or even breath practices like the Wim Hoff breathing technique.
- ✓ If you lack motivation, consider a cold shower or a 10 - 30 minute yoga nidra session. Both of these release dopamine, which is the brain chemical of motivation.
- ✓ If you find yourself procrastinating, it's your body's subconscious way of telling you that you lack energy or motivation. Use the energy or motivation tools above to recharge yourself and beat procrastination. You can also check out the 15 Minute Procrastination Quick Fix Guide in the Appendix.



# OPTIMIZE YOUR NUTRITION FOR ELEVATED MOOD, FOCUS & MOTIVATION

- ✓ An optimized productive state is one in which you are focused, motivated and energized. The fuel you feed yourself can have a direct impact on this state. Check out the Nutrition For Productivity Guide in the appendix.
- ✓ Aim for high quality food (whole foods from high quality sources - protein, veggies, carbs and fats) and minimize processed and high sugar foods. Protein is important for health and longevity. Try to get 1 gram of protein per pound of body weight.
- ✓ A great source of low cost nutrition coaching and help with your macros and daily calories is Dr. Layne Norton's Carbon app.

# 5

## OPTIMIZE YOUR ENERGY & COGNITIVE FUNCTION WITH EXERCISE

- ✔ There are too many scientific studies connecting exercise to cognitive performance to ignore this critical aspect of your optimal productivity. You will want a balanced fitness protocol that includes both weight training and cardiovascular training. Check out the 12 Month Foundational Fitness Calendar in the appendix for help setting up a fitness routine.

# 6

## OPTIMIZE YOUR REST & RECOVERY TO MANAGE STRESS

- ✔ Stress is a part of daily life. But without the right tools to manage and control it, we end up fatigued and burnt out, which makes productivity impossible. At the end of each day, turn off your stress response from the day's events with 5 minutes of cyclic physiological sighs. This will allow you to transition to a more relaxed and content state in your non-work hours. But also has the added benefit of elevating your overall mood, feelings of well being and mental and emotional health.
- ✔ Increase your stress resilience to better equip yourself to handle the stressors of life and work. The best way to do this is to put yourself into a situation where your body is activated and you practice keeping your mind calm. For example, you might do a 30s to 2 minute cold shower and while you are doing this, mentally calming yourself down either through self talk or the use of the physiological sigh.

# 7

## OPTIMIZE YOUR SLEEP

- ✔ Sleep is the number one most important daily practice if you want an elevated mood, feelings of well being, positive mental and emotional states and optimized productivity and performance. Plan to get at least 6 to 8 hours of high quality sleep every night.
- ✔ Check out the Sleep Toolkit in the appendix for additional tools and resources for optimizing your sleep.





# OPTIMIZE YOUR WEEKEND & ELIMINATE SUNDAY SCARIES & MONDAY BLUES

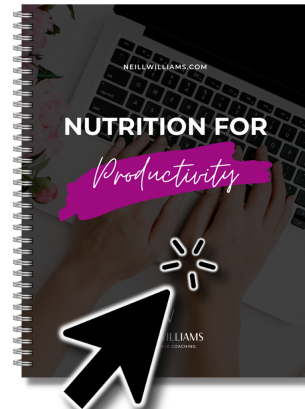
- ✓ Dopamine is the brain chemical responsible for feeling motivated. It is subjectively impacted, meaning the way you think, your mindset can positively or negatively impact it. When your dopamine is spiked above baseline, there is a corresponding drop. The peaks are often what we experience on Friday and into the weekend but by Sunday afternoon we are experiencing the drop and this often lasts for a day or two until it rebounds back to baseline.
- ✓ If you want to soften the peaks and drops in your weekly dopamine system, consider finding things you really enjoy about your week, especially Monday morning. Another way to do this is to develop the Intrinsic Motivation Mindset. I call this the Goggins Effect. This means you have the mindset of ENJOYING effort and hard things. So if Monday feels really hard - it's great because that's where you get the most enjoyment.
- ✓ If you want to let the dopamine spike happen over the weekend but want to quickly recover your dopamine, check out the "Do Something Worse" section of the 15 Minute Procrastination Quick Fix guide in the appendix.



# APPENDIX



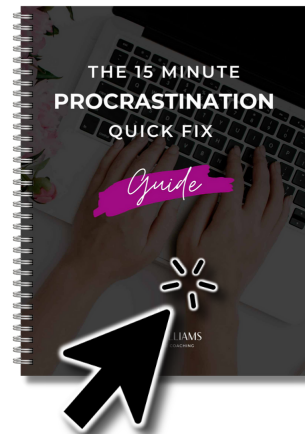
FITNESS  
CALENDAR



NUTRITION FOR  
PRODUCTIVITY



SLEEP TOOLKIT



15-MINUTE  
PROCRASTINATION  
QUICK FIX GUIDE

# GLOSSARY

**Get It Done Time Block** - a time block designed to get a project or task completed.

**Get Creative Time Block** - a time block to brainstorm ideas and/or to take an idea and make it useful - i.e., something you or someone else could benefit from.

**Get Better Time Block** - a time block to broaden your base of knowledge either about a work related topic or something else of interest to you or designed to help you practice a skill that you want to develop more proficiency in.

**Productivity Sweet Spot** - the 2 hour block of time each day that you are naturally in a highly productive state. Begins 2 hours after you wake up and ends 4 hours after you wake up. (approximately).

**Phases Of Your Day** - Phase I is the first 8 hours after you wake up, Phase II is the second 9 hours after you wake up and Phase III is the 3rd 8 hour block after you wake up (ideally you are sleeping in Phase III).

**Productive State** - the state of being focused, energized and motivated. The cocktail of brain chemicals in this state is dopamine, adrenaline, and acetylcholine.

**Rest & Recovery State** - the state of being content, calm, relaxed and enjoying what you have without needing to pursue or achieve anything else. The cocktail of brain chemicals in this state is dominated by serotonin, and lower levels of dopamine and adrenaline.



# READY FOR A DEEPER DIVE AND TO NAIL THIS PRODUCTIVITY THING?

Then you'll want to check out

## THE 10 HOUR WEEK

