



## Your Peak Performance Day

We all want to squeeze more into our day – whether it's more work or getting home earlier to play with the kids. Here are six tips for staying more productive. It's as easy as planning your day to maximise our natural performance tendencies, capitalise on in-built strengths and reduce our natural weaknesses.

### Exercise

Do some aerobic exercise, which can be as simple as a 30min walk. Aerobic activity feeds the brain oxygen, which it uses to perform. It's also a great way to clear your mind and can often lead to breakthrough ideas if you've been struggling to solve a problem. Exercise also provides energy to maintain full intensity for longer.



### First Thing: Review Your Goals

To be most productive, we have to focus on doing the most important things. Reviewing your goals helps put the work you are about to do into context and let's you make better decisions about how to prioritise. Having a goal to focus on also provides energy to stay focussed.

### Second Thing: Plan Your Day

Without a clear plan of your working day, you will tend to put out fires instead of focussing on long-term plans. You will also get caught up doing things that are either easy or enjoyable, leaving little time to work on projects. Allocate blocks of time to accomplish the most important things and then stick to your plan. This also imposes a 'mini-deadline', which makes you work at a higher intensity. Your day should not contain more than 4-6 key things.

### Work in Bursts, Recover Regularly

If you are doing heavy 'thinking', you can only work at full capacity for 90 minutes, after this performance starts to decline. Work in intense bursts with singular focus and then take a 5-10 minute break. Get a drink of water or go for a walk. As you do this more often it builds your ability to concentrate.



### Plan for Tomorrow:

At the end of the day, make sure you highlight the top priorities for tomorrow. This will help you leave work at the office and clear your mind, knowing that you have scheduled time to get the most important things done tomorrow.



### Final Thing: Disconnect

Have a plan to wind down at the end of the day. This can be a simple act like listening to relaxing music on the trip home, catching up with friends, going to a movie, or engaging in a hobby. This will help you make the transition from work life to home life.