

Targeted Time Planning

Understanding when you are most focused and productive during the day can help you manage your time more effectively. Follow the steps below to identify your primary, secondary, and tertiary focus times, then plan specific activities for each of those periods to maximize your productivity.

Identify Your Focus Times

Think about your typical workday and identify the following:

1. Primary Focus Time: When are you most alert, energized, and able to focus deeply?
2. Secondary Focus Time: When do you have a moderate level of focus?
3. Tertiary Focus Time: When do you feel the least focused and productive?

Primary Focus Time:

Time: _____

Best for: (e.g., deep work, problem-solving, creative tasks)

Activities:

Secondary Focus Time:

Time: _____

Best for: (eg., complex work that is not priority, project implementation not requiring high level of focus)

Activities:

Tertiary Focus Time:

Time: _____

Best for: (e.g., administrative tasks, routine tasks, low-priority emails)

Activities:

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Use this worksheet daily or weekly to re-assess your focus times and update the activities you plan to complete during each timeframe. Make adjustments based on how your energy levels shift over time.

You may write relevant activities on your Targeted Time Planning Framework below to plan out your daily priorities.

