

The Best Time FOR PRODUCTIVITY

by Bri Kilroy

There are times when the body and mind are at peak performance for certain tasks. Whether sending an email, holding a meeting, or studying information, jot these guidelines in your planner to get things done when your body and mind are at their best. Remember the best time to...

Send an email: 6-8 a.m.

People are often encouraged to not check email first thing in the morning, but The Washington Post knows you're going to do it anyway. As a result, The Washington Post says the earlier you send an email, the more likely the recipient will see it. This will also keep your email from getting buried by spam and promotions.

Take a Multivitamin: 8 a.m. (with breakfast)

Multivitamins should be taken with food, and breakfast provides the perfect meal to do so. Some reactions to multivitamins include nausea, and you will feel better getting nauseous in the comfort of your home. You're also less likely to forget by taking it at the beginning of the day.

Read and Retain: 8 a.m. for memorization, 10 p.m. for long retention

RealSimple.com says your immediate recall is at its highest during early morning. Use your morning commute or cup of coffee to review points to cover at the day's important presentation. Keep information in your memory through the night by studying late in the evening. The natural organization of the brain makes this the prime time to read a book or study for an exam, interview, etc. Use this set up to study during the evening and review the information in the morning for top memory performance throughout the day.

Complete Personal Errands: 10 a.m.

The best time to go to the store and not waste your company's time with errands is within the first hour the store is open. This is when the best ratio of staff-to-customers is available, as opposed to lunch hours when customer service is lacking performance.

Take a Break: every 90 minutes throughout the workday

Studies prove our brains benefit from short, 15-minute breaks that allow us to step away from the desk and computer screen. Those 90 minutes kick off with our brain's highest attention, which decreases to its lowest as that hour and a half wanes. The good news is it only takes 15 minutes away from what you were doing to recharge.

Post on social media: noon-5 p.m. on weekdays

Facebook and Twitter: The majority of Facebook and Twitter posts are made during the workweek with the highest engagement peaking on Thursday and Friday. The high amount of clicks and shares occurring at noon or 6 p.m. could be due to lunch breaks and shifting through the Internet after the commute home.

LinkedIn: The most posts on the world's largest professional network happen, coincidentally, during business hours. This is not because we're wasting company time on LinkedIn, but because authors know the highest response rate will come at noon and 5-6 p.m. It's always nice to have a fresh post waiting for readers when they log on.

Schedule a meeting: 3 p.m.

Having a meeting in the afternoon hits the sweet spot by being early enough to avoid running out of time as the day comes to a close, but late enough to give everybody time to prepare which, in turn, gives employees the confidence to show up.

Ask your boss for something: 5 p.m.

The art is choosing a time where workplace stress is low, and your boss has time to listen. If you're asking for a raise, shoot for after a big project is completed, deadline has been met, or you've proved your ability in some way. You could do all of these things and still get declined which is why it's important to wait until the end of the day to spring a request. No one wants to get rejected and spend the rest of the day avoiding eye contact with the boss.

Creatively think: after 6 p.m.

Research shows the best creative thinking is done when standard logic has clocked out for the day. Save problems that require original thinking for the evening when your mind is likely to approach them from a different angle.



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