



# **WP3 – INTERACTIVE INFOGRAPHICS FOR CAREER MANAGEMENT SKILLS**

**Time management**

# CALL-TO-ACTION ACTIVITY

## THEMATIC AREA

Time management

## ACTIVITY TITLE

Plan your day around your circadian rhythm

## TYPE OF RESOURCE

Self-Help Activity



## DURATION OF ACTIVITY (IN MINUTES)

30 minutes of journaling based on personal experience

## LEARNING OUTCOME

Learn to use a time management tool to plan your personal and professional time more effectively.

## AIM OF ACTIVITY

The aim of this activity is to guide you in enhancing your time management abilities by considering your personal circadian rhythm. You'll acquire the skill of analysing your day and using the gathered information to plan your tasks more effectively.

## MATERIALS REQUIRED FOR ACTIVITY

- Journal
- A pen

## STEP-BY-STEP INSTRUCTIONS

### Step 1: Research the subject of circadian rhythm:

Each of us operates on a personal circadian rhythm, essentially our body's task schedule. To optimise our daily hours, it's beneficial to plan essential activities around this rhythm and, when possible, select a career that aligns with it. You may have heard people say, "I'm not really a morning person," indicating that jobs requiring early rising, like being a postman or a baker, may not be the best fit unless habits are adjusted. To gain a deeper understanding of the circadian rhythm and personalise its use, additional information on the subject can be found in the following articles.

- Circadian Rhythm Hacks to Boost Your Productivity
- Synchronizing Your Biological Clock With a Schedule

### Step 2: Analyse your personal routine to determine your circadian rhythm:

As your research has revealed, each of us has unique ways of structuring our day, including when we sleep, eat, and exercise. These factors significantly impact how we organise our daily, weekly, and monthly tasks in both personal and professional spheres. For this activity, document your personal rhythms based on an average day. Begin with the time you wake up, have breakfast, start your first task, and continue this on an hourly basis.

### Step 3: Reflect on how you feel during each of the activities that you wrote down previously:

Now that you have come up with a rough daily plan including the main activities and tasks of the day. The next thing is to take note, how you feel about each activity. You can use the following terms as a guide:

- 'at 70%'
- 'cruise control'
- 'distracted'

- 'hungry'
- 'on fire'
- 'slowing down'
- 'tired'
- 'vibrant'

**Step 4: Analyse and determine the times you are most productive and schedule your day accordingly:**

After compiling this information, you should have a better understanding of your natural energy levels. When you do, you'll be able to schedule the right activities at the right time. Eventually, you'll be able to get more done in less time.

**Step 5: Create your Time Management Plan**

Now that you have analysed how you best structure your time, develop your daily routine based around what works best for you. Adapt this routine into your daily lifestyle to better manage your time.







**Lotus**

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