

Work in Waves – Daily Schedule

How could you apply working in intervals to your workday?

1. How long are your optimal work sessions? 45 minutes? 30 minutes? 60 minutes?
Notice when your focus begins to wane, and you start to feel tired, ideally you'll stop a few minutes before that happens.
2. How many of these sessions do you want to incorporate into your day? Make sure you don't exceed 6 hours of work. You want to make sure intense focus is possible. (Most of your work will likely be done in 2-3 hours.)
3. How many breaks are you going to take and what are you going to do during these breaks? Make a cup of tea? Listen to music? Read a poem? Go for a walk? Do a short meditation? Try to get away from your computer.
4. When is it time to stop?
5. When are you going to exercise and what are you going to do?
6. When are you going to meditate and for how long?

Work Sessions

First session

Work time:

Recovery time:

Main focus:

Relaxation:

Second Session

Work time:

Recovery time:

Main focus:

Relaxation:

Third Session

Work time:

Recovery time:

Main focus:

Relaxation:

Fourth Session

Work time:

Recovery time:

Main focus:

Relaxation: