



## *In the Moment:* **Peak Productivity Analysis**

Let's analyze your 5-day workweek! Capture the time of the day where you are productive and creating your best work. Then document the tasks that you completed in that time frame. After Day 5, analyze your week and note your perfect peak productivity time and set that as your daily standard to do your best work.

### **Day 1**

**Time**

**Tasks**

### **Day 2**

**Time**

**Tasks**

### **Day 3**

**Time**

**Tasks**

### **Day 4**

**Time**

**Tasks**

### **Day 5**

**Time**

**Tasks**

**My Perfect Time**