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# One day at a time enrique

Our bodies run on a circadian rhythm that affects our mood and energy throughout the day. It follows that certain tasks are better suited for certain times of the day, when our body is in sync with those tasks. (See also: Finding Your Best Work Hours) That said, there are many tasks for which it is difficult to find a consensus for the best time. Many famous authors, Hemingway to name one, preferred writing in the morning, while others, like James Agee, where nocturnal writers. One item for which there is little dispute is when to eat a live frog. That would be the first thing in the morning, said Mark Twain, because after that, "nothing worse will happen to you the rest of the day." Let's take a look at what else we know for sure we should be doing at certain times of the day. Best Tasks for Mornings Get a jump on the day by doing these tasks when mind and body are still reveling in the possibility of a new day. 6:00: Send Email 6 a.m. messages are most likely to be read. If you can't wake up that early, use an email scheduler like Google's Boomerang app. 8:00: Read Twitter Want to get your Twitter fix for the day? Reading twitter between 8-9 a.m. will start your day off with more upbeat, enthusiastic messages. (But save the actual tweeting for 3 p.m., the time your tweet is most likely to be retweeted.) 8:00: Memorize 8 a.m. is also ideal for quick memorizing. It's when your immediate recall is highest. For longer retention, however, study at 10 p.m. 9:00: Make a Business Call Make business calls just when you get to work. There's always the hit-or-miss aspect of the person you're calling not being available, so an early start allows you to go to Plan B if you can't reach someone. 9:30: Drink Coffee Studies show that the cortisol level for most people peaks between 8 a.m. and 9 a.m., making that a particularly unnecessary time to load up on caffeine, which constricts blood vessels, which gets the heart pumping faster and, in turns, sends more oxygen to the brain. The best time to drink coffee is when cortisol levels are dropping. 10:00: Thinking Work Get your cup of joe and hit the hard stuff. When it comes to doing cognitive work most adults perform best in the late morning. As body temperature starts to rise just before awakening in the morning and continues to increase through midday, working memory, alertness, and concentration gradually improve. The ability to focus and concentrate typically starts to slide soon thereafter. Best Tasks for Afternoons You know there'll be a nap involved in this. (See also: 5 Surprising Benefits of Naps) Noon: Learn Studies show that the best time to learn is right before taking a nap, which allows the brain to sort through the new information and file it away for easy retrieval when it is needed. So, take in new information from noon to 1 p.m., and follow that up with... 1:00: Nap The best time for "The Ultimate Nap" nap is between 1 p.m. to 2 p.m., which is when your rapid eye movement and slow-wave sleep cycles cross, described in scholar Sara Mednick's book Take a Nap!. Using the "Nap Wheel," you can spin the dial to find the optimal time for a snooze. 4:00: Exercise From 4 p.m. to 5 p.m., your strength and endurance are at their peak, and when the risk of injury is low (because we tend to be alert and our body temperatures are high, making muscles more supple). Your lungs are also at the day's peak performance level at this time. Best Tasks for Evenings Wind the day down gracefully — and productively. 7:30: Grocery Shopping The time you can have the store to yourself is from 7:30 p.m. until closing. No need to fight the crowds just to restock your pantry. 8:00: Walk the Dog It is said that dogs like company, so the best time to walk them is in the evening after dark, which is popular time for dog walks and gives them (and you) the best chance for bumping into others (and socializing) on the canine walking circuit. 8:00: Post on Facebook While you're waiting for Spot to do his business, go ahead and make your Facebook posts. Posts during this time tend to get the most likes. Does this list of optimal timing match your daily schedule? When do you take your nap? Like this article? Pin it! We all know that there tend to be optimal times during the day for everything from scheduling a doctor's appointment to taking a nap to making the most of a workout to having a productive meeting at work. There are plenty of guides out there telling you when you should do these things to get the ideal result. (See also: The Best Time of Day to Do Everything) However, these guides ignore the other side of the time puzzle: when is the worst time of day to do various activities? Because missing out on an optimal time for an activity is certainly less than ideal, but actually choosing the worst possible time could be frustrating, inefficient, and counterproductive. So here is a primer on how not to schedule your day if you want to avoid aggravation, wasted time, and even death: 7:00 a.m. — Don't Have an Argument Early in the morning is a time of hope and promise for a great new day. It might seem like a good time to bring up your engagement to Spike to your disapproving dad. Unfortunately, early morning is the worst time of day to have a stressful conversation or argument. That's because a cardiac arrest is more likely to occur early in the day (between 6 a.m. and noon) according to researchers. So if you have some shocking news to share with an elderly relative, wait until the afternoon to reveal it. Grandpa will thank you. 9:00 a.m. — Don't Schedule a Meeting You might think first thing in the morning is the best time to get all of your co-workers together to go over your TPS reports. But as it turns out, 9:00 a.m. is just about the worst time of day to schedule a meeting — despite often being touted as the best block of time for memory retention and creative thinking. Keith Harris, chief technology officer of the scheduling app WhenIsGood.net, examined 2 million responses to 530,000 scheduled events and found that the first part of the workday when you'll have the most no-shows at your meeting. Instead, if you need all hands on deck for your meeting, plan it for around 2:30 p.m. or 3:00 p.m., when your workforce is most flexible. 11:00 a.m. — Don't Go to the Doctor You schedule your appointment at 11:00 a.m., thinking that you'll be able to see your doc and maybe have a little time left over for lunch before you have to get back to the office. Instead, you cool your heels in reception for 40 minutes just waiting to be taken back to the exam room — where you wait another 10 minutes for your doctor to see you. Just like the rest of us, doctors tend to get behind in their work, and the appointments just before their lunch (and before the end of the work day) are going to be when they are the most behind. Doctors often get caught up over the lunch hour (no new patients to see during that time), but those poor individuals watching their 11:00 a.m. appointment time come and go are going to be the ones bearing the brunt of the doctor's lateness. Instead, either take the earliest appointment in the day, or the first appointment after the lunch hour. 12:00 p.m. — Don't Work Out During Your Lunch Hour Trying to find the time to fit exercise into your life can be difficult. You might be tempted to skip your lunch and go for a short but intense workout in the middle of the day. Unfortunately, you won't necessarily be doing yourself any big favors by working out then. According to researchers at the Long Island Jewish Medical Center in New York, our lungs lose power in the middle of the day. Just like the rest of our bodies, our lungs follow a circadian rhythm. Lung performance is at its lowest early in the morning and in the middle of the day. It's at its highest between 4:00 p.m. and 6:00 p.m. And noon exercisers experience as much as 15% to 20% of performance lost — although anyone with healthy, strong lungs will not necessarily find such a difference noticeable. If the only way you can fit exercise in your life is to work out during your lunch hour, then you're definitely better off for it. However, if you are working toward a race or otherwise attempting to improve your performance, wait to work out until late afternoon, when your lung function will work for you instead of against you. (See also: 10 Exercises to Do at Work That Don't Make You Look Silly) 1:00 p.m. — Don't Try to Learn Something New You probably remember the difficulty you had staying awake in Mr. Medvetz's 1:00 Trigonometry class in high school? How about finding him as interesting as Ben Stein ("Anyone? Anyone?") in Ferris Bueller's Day Off. As it turns out, you may have misjudged your old teacher, since taking that class after lunch meant you were fighting your body's natural circadian rhythm. In the early afternoon, our bodies experience a dip in body temperature, similar to the temperature decrease we feel just before going to bed at night. That lowered temperature in the early afternoon can make you want to pull a George Costanza and take a nap under your desk. But even if you fight through the sleepiness, you will find that trying to learn something new while you are drowsy will impair your ability to recall the information that you learn. Rather than force yourself to take in new information while fighting your urge for a siesta, go ahead and close your eyes for about 15 to 20 minutes — and no more than 30 total, or you'll feel groggier than you did when you started. The quick nap can help improve your cognitive performance. 4:00 p.m. — Don't Hit Your Local Starbucks By 4:00 in the afternoon, your morning coffee and lunchtime Diet Coke have both worn off, and you might feel the need to run to your favorite coffee shop for some hot, sweet caffeine. While you'd never drink coffee with dinner — or even after 5:00 — you know that you've got more than enough time before bed to let this late afternoon pick-me-up get out of your system. As a matter of fact, you don't. According to new research, caffeine taken as many six hours before bed can not only make it difficult for you to fall asleep at bedtime, but it can also reduce the duration of your night's sleep by more than one hour. If you must re-caffeinate in the afternoon, try to cut yourself off from the coffee by 3:00 p.m. or 4:00 p.m. at the latest. Alternatively, taking a brisk walk outside for about 10 minutes can give a more natural jolt of energy (and endorphins) that will help you focus for the end of your workday. Don't Fight Nature Circadian rhythms and the human tendency to misuse time are both things that you can plan around to avoid wasting time each day. As you get the most out of each conversation, meeting, appointment, workout, and cup of coffee, you'll be glad you paid attention to human nature. When is the worst time for you to do... anything? Now's a good time to share in comments! Like this article? Pin it!

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