

P R E S E N T S



MODULE 2B

The 60-60-30 Solution

This is an approach to managing your time and focus to maximize your results.

We talked before about special states we get into from time to time where we feel really good and we're really productive and perform at our "peak."

Star athletes call this state The Zone. But you can achieve this zone state at work as well: physically, emotionally, and mentally. It's a key to maximizing your productivity and fulfillment at work.

My 60-60-30 solution is designed to get you into this state, so at the end of every day you look back and feel great about all the results you achieved. Our body has many different rhythms or cycles. One important cycle is called the Ultradian cycle. It lasts 90-120 minutes. We feel energized for 90-120 minutes, then we feel like taking a break and relaxing.

Most of us are familiar with Circadian Rhythms, which our bodies track on a 24-hour cycle as we oscillate between wakefulness and sleep. Many of us though are unaware of our Ultradian Rhythms, which are natural body cycles occurring at intervals of less than 24 hours. Ultradian Rhythms In The Body And Circadian Cycles

An ultradian rhythm is a recurrent period or cycle repeated throughout a 24-hour circadian day. Within the one-day circadian rhythm, researches have found shorter, ultradian rhythms. In addition to the well-known 24 hour circadian cycle there are shorter cycles, called ultradian. Longer still than infradian cycles, circannual cycles, as their name suggests, take a year to complete. A circadian wave which is more pronounced than an ultradian wave is a daily cycle, peaking only once every 24 hours.

We experience an Ultradian Rhythm every 90 to 120 minutes. It is a bit different for each person. Think about the last time you were working hard, feeling energized and productive, and then after about an hour and a half to two hours, you started to tire a bit and lose your focus.

Your Sleep Cycle Which Lasts Around 1.5 Hours

Polyphasic sleep is more efficient than monophasic sleep because only 2 to 5 hours of sleep is needed each day. When you first begin changing your cycle, you will need it to stay disciplined, so do your best to keep on track with your sleep and wake up times. Polyphasic sleep involves taking multiple short sleep periods throughout the day instead of getting all your sleep in one long chunk. The most important cycle for high performance is the Ultradian cycle, which lasts 90 to 120 minutes and is never ending. The Everyman Cycle consists of 1 period of core sleep which lasts about 3 hours and 3 naps of 20 minutes each spaced evenly throughout the day.

Instead, when we honor this natural cycle of expending energy and then recovering it, we can get much more done and feel better doing it, short term and longer term.

The idea with 60-60-30 is for us to use 60 minute chunks of time to focus on a single thing. We put two of these chunks together, then we spend 30 minutes completely relaxing and eating a small healthy meal.

One reason this can be so powerful is because if you don't take these breaks you'll burn your energy reserves, your Will Power, and damage the system that allows you to renew. By taking these breaks, you help your renewal system to heal and become more effective.

The 60's are actually 3 cycles of 15 minutes focused on the task, then a short 15-minute break followed by a second round of 4 cycles of 15mins. I use little timer, set it to 45 minutes, then put it to the side of my desk. What's great about this is it frees me to completely focus for the next 45 minutes. I know that I don't need to check emails or voicemails for that 45 minutes. When it beeps, I set it for 15 minutes, then I go stretch, move around, and in general do something different.

A popular response to this waning of our energy is to work through it with sheer determination in hopes of accomplishing what is front of us. This often puts us in a situation similar to reading a book when we are tired and finding ourselves

reading the same paragraph over and over again, until we either fall asleep with book (or Nook or Kindle or iPad) in hand or realize that we must stop, at least for a while, before we can regain our focus and comprehension.



Another common strategy when we find ourselves nearing the end of one of our Ultradian Rhythms is to pump ourselves up with caffeine and/or sugar or to “power through” the energy drop. Or, perhaps grabbing one of those ubiquitous 5-hour Energy drinks which now can be delivered in bulk quantities as touted in one of their recent commercial advertisements.

If we want to sustain peak performance, we must become more skillful at managing our energy throughout the day. By taking periodic breaks, roughly every 90 minutes, we allow our body and mind to renew.

Instead of fighting our natural (down) cycles, we can become many times more effective and productive throughout the day by listening to our bodies and working with these natural rhythms.

