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WHEN

**THE SCIENTIFIC
SECRETS OF
PERFECT TIMING**

WHEN DAILY PLANNER

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FROM THE DESK OF DANIEL PINK

December 2017

Dear reader:

Thank you for pre-ordering WHEN: The Scientific Secrets of Perfect Timing.

To help you put the ideas into action right away, we've created this WHEN Daily Planner. Our goal is to help you plan your day consistent with the science of timing.

But because the book isn't out yet, I'll need to give you a little background and some instructions before you start using the planner.

The key to improving daily timing is to bring your type, your task, and your time into alignment. Let me explain each concept.

Type: Some of us rise early, feel energized during the morning, but wear out by evening. Others of us wake long after sunrise, detest mornings, and don't begin getting going until late afternoon or early evening. These proclivities are what biologists call "chronotypes." In plainer language, some of us are "larks" and some of us are "owls." But most of us are in between – what I dub "third birds."

Tasks: All brainwork is not created equal. Sometimes we perform "analytic tasks" – which require focus, mental acuity, and vigilance. Think auditing a financial statement or writing a report. Other times we perform "insight tasks" – which require a wider focus and greater looseness. Think brainstorming or devising a new ad campaign.

Time: As I explain in Chapter 1, beneath the surface of the day lurks a hidden pattern. For most of us, the pattern goes like this: Peak-Trough-Recovery. That is, the morning is our Peak, the early-to-mid-afternoon is our Trough, and the early evening is our Recovery. However, for people who are strong owls, the pattern moves in the reverse order: Recovery in the morning, Trough in the early-to-mid-afternoon, and Peak in the late afternoon and into the evening.

Now . . . on to the instructions for using your WHEN Daily Planner. Just follow these 7 steps:

1. Determine your type.

You'll learn more about the science in Chapter 1. But for now, answer these four questions below. (Fortunately, you'll have to do this only once.)

- What time do you go to sleep on days when you aren't required to be up by a certain time?
- What time do you wake up on those days?
- What is the midpoint of those two times? (If you go to sleep at 11:30pm and wake up at 7:30am, your midpoint is 3:30 am)
- If your midpoint is before 3:30am, you're a lark. If it's after 5:30am, you're an owl. If it's in between, you're a third bird.

2. Determine your task.

Think about what you have to do during a particular day and sort your tasks into three categories: Analytic, Insight, and Administrative (answering email, filing, etc.)

3. Organize the items on your to-do list into sections.

Write your analytic tasks in the section labeled "Peak." Write your insight tasks in the section labeled "Recovery."

Write your administrative tasks in the section labeled "Trough."

4. For each section, assign a time period based on your type.

If you're a lark or third bird, your Peak is the morning, your Trough is the early afternoon, and your Recovery is the late afternoon and early evening. If you're an owl, your Peak is the late afternoon and evening, your Trough is the early afternoon, and your Recovery is the morning.

5. Determine your MIT (Most Important Task).

What is the most important thing you have to do today? Write it on the red line next to MIT. Look at it periodically during your Peak and at the end of the day.

6. Schedule two breaks.

As you'll read in Chapter 2, the science of timing is showing that breaks are significantly more important than we realize. And the best technique for ensuring you take breaks is to schedule them. Write down the time you'll take two breaks. Also list what you're going to do (moving is better than being stationary) and whom you're going to break with (social breaks are more restorative than solo ones.)

7. At the end of the day, list three key tasks you've accomplished.

In Chapter 5, you'll discover the importance of endings. Ending your day on an upswing – by chronicling your progress – can be enormously effective.

One more thing: This Planner is a work in progress. If you have ways to improve it, please email me directly at dp@danielpink.com. We'll make sure that everyone has access to updated versions.

Thanks again for your support.

Sincerely,

A handwritten signature in black ink that reads "Daniel Pink". The signature is fluid and cursive, with the first name "Daniel" and last name "Pink" clearly distinguishable.

WHEN DAILY PLANNER

DATE: _____

MIT: _____

| PEAK | : | TROUGH | : | RECOVERY | : |
|-------|------|--------|------|----------|------|
| | time | | time | | time |
| _____ | | _____ | | _____ | |
| _____ | | _____ | | _____ | |
| _____ | | _____ | | _____ | |
| _____ | | _____ | | _____ | |
| _____ | | _____ | | _____ | |
| _____ | | _____ | | _____ | |

TODAY'S 2 BREAKS

| #1 | : | #2 | : |
|-------|------|-------|------|
| | time | | time |
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |

3 THINGS I GOT DONE TODAY

| | |
|----|-------|
| #1 | _____ |
| #2 | _____ |
| #3 | _____ |