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Featured in the October 2009 edition of Success Magazine, here's a technique developed by Linda Walker for her entrepreneur clients who struggle with traditional time management systems.

Using your own natural energy patterns you can truly tap into hidden resources and achieve far more than you already have.

Very soon Linda will be announcing a program to help you tap into this remarkable strategy.

A TECHNIQUE FOR YOUR TIME ••• MATCH YOUR ENERGY TO YOUR TO-DO LIST.



Time-management expert Linda Walker discovered an effective technique for increasing productivity when her husband, who has attention deficit hyperactivity disorder, struggled to meet deadlines. She discovered his productivity was greater if he scheduled tasks to match his mental and physical energy levels.

Now, Walker, an entrepreneurial coach, teaches the technique to her clients, and it can also work for you.

"Common time-management advice dictates you start each day with your challenging task and work through your to-do-list in order of priority," she says. "This assumes that all hours are created equal. However, if your energy levels aren't ideal for that task, you will be inefficient at best. More likely, you'll simply procrastinate."

Most people aren't aware of energy fluctuations that, although subtle at times, can greatly influence productivity, Walker says. "I suggest you track your energy patterns, usually for a week or more, to eliminate temporary fluctuations due to external factors like poor sleep or a business crisis." Use

a timer to note your energy levels in your agenda at various times during the day. Beyond just determining whether you are an early bird or a night owl, Walker suggests looking for three types of energy.

1. **FOCUS TIME**---You are at your mental peak performance, are most creative and best able to concentrate. Most people have two or more lengthy periods of focus time each day. Use your focus time for projects that require the most concentration, like writing a new proposal for a client.
2. **ACTION TIME**---You still have mental energy, but your attention span is shorter and you may feel restless. Use your action time to return phone calls or have a meeting.
3. **RECHARGE TIME**---You have little or no mental or physical energy left. For many people, this occurs around mid- to late afternoon. For recharge time, don't try to push through it. Walker suggests doing something like taking a walk, reading or taking a nap—or even playing the drums, as one of her clients does.