

Daily high-performance routine

exercise



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Design your daily high-performance routine

In high-performance, it often helps to know what the ideal looks like. So if you had complete control over your day, what would a high-performance routine look like for you?

Note that this exercise is about your ideal – the reality may not be possible and so may be different – but it is important to understand what we feel the ideal is so that we can design some key principles into the working day.

Step 1. Start by thinking about **how** and **when** you could incorporate each of the 4 phases.

When do you tend to **perform** at your best?
What times of day are you at your most productive?

When could you schedule **preparation** routines into your day (or week, or month, or year) to help you be better prepared and clearer on priorities?

In order to manage your energy and balance your life optimally, when would you start your **warm down** and set your cut off time in the evening?

When would you ideally **recover** / include breaks throughout the day?

Step 2. Define what each stage looks like for you.

Preparation What are some of the actions you take that help you prepare mentally for the day? For example, a walk round the block.

Perform What do you do when you work at your best? For example, work in a short burst in the morning, block out a time in the diary, turn off emails.

Warm down What are some actions that help you to close down your work day, switch off from work, and transition into recovery?

Recovery What are the things that recharge you most throughout the day / week / year?

My high-performance routine

Use the template below to design your ideal HPR.

01:00 - 05:00	
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06:00	
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Here is my personal example:

01:00 - 05:00	● Sleep opportunity
05:30	● Sleep opportunity
06:00	● Sleep opportunity
06:30	● Sleep opportunity
07:00	● Sleep opportunity
07:30	● Wake up / warm up ritual incl short walk
08:00	● Kids etc
08:30	● Work – admin / kids to school
09:00	● Work – focus / work - admin
09:30	● Work – focus
10:00	● Work – focus
10:30	● Work – focus
11:00	● Run 5km + podcast
11:30	● Work – admin
12:00	● Work - admin
12:30	● Light lunch
13:00	● Work – admin
13:30	● Work – focus
14:00	● Work – focus
14:30	● Work – focus
15:00	● Run 2km + podcast
15:30	● Work – admin
16:00	● Work – focus
16:30	● Work – focus
17:00	● Work – focus
17:30	● Eat with family
18:00	● Work – admin
18:30	● Warm down ritual – to do list, tidy desk etc
19:00	● Bed time routine with kids
19:30	● Work - walking phone calls
20:00	● Walk with partner or calls or reading etc
20:30	● Personal / family admin
21:00	● TV or podcast
21:30	● TV or podcast
22:00	● Bed – reading
22:30	● Lights out 22:45
23:00	● Sleep opportunity
23:30	● Sleep opportunity
24:00	● Sleep opportunity

Design your routine for 'crunch mode'

Occasionally we need to move into a higher gear – for example when there is a client deadline or when a large project draws to a close. In this 'crunch mode' we may need to move to a routine which is more about surviving than thriving.

Note that this mode of working is not sustainable – it will require recovery afterwards. However the basic structure of high performance remains the same; you will be more productive with some shape and structure to your day.

My 'crunch mode' routine:

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Here is my personal example of crunch mode:

01:00 - 05:00	● Sleep opportunity
05:30	● Sleep opportunity
06:00	● Sleep opportunity
06:30	● Sleep opportunity
07:00	● Wake up / warm up ritual - short walk or exercise
07:30	● Work – admin
08:00	● Work – admin
08:30	● Work - admin / kids to school
09:00	● Work – admin
09:30	● Work – focus
10:00	● Work – focus
10:30	● Work – focus
11:00	● Run 4km
11:30	● Work – admin
12:00	● Work - focus
12:30	● Light lunch
13:00	● Work – admin
13:30	● Work – focus
14:00	● Work – focus
14:30	● Work – focus
15:00	● Run 1km
15:30	● Work – admin
16:00	● Work – focus
16:30	● Work – focus
17:00	● Work – focus
17:30	● Eat with family
18:00	● Work – admin
18:30	● Warm down ritual – to do list, tidy desk etc
19:00	● Bed time routine with kids
19:30	● Walking phone calls
20:00	● Walk with partner / calls
20:30	● Work - focus
21:00	● Work - focus
21:30	● TV / wind down activities e.g. bath
22:00	● TV
22:30	● Bed – reading
23:00	● Lights out 11pm
23:30	● Sleep opportunity
24:00	● Sleep opportunity

