



WESTCHESTER
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Understanding “Biological Prime Time” and Methods To Improve Time Management in Radiology

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BACKGROUND

Biological prime time refers to a time frame when an individual has the most energy and efficiency in accomplishing tasks. Biological prime time can vary significantly from individual to individual. Biological prime time can be identified in various situations such as feeling more energized and focused during early hours of the morning, whereas others may feel more productive in the afternoon or evening. Identifying an individual’s optimal biological prime time can be beneficial in effective problem solving and decision making in the radiology workplace. Whether working evening shifts or overnights, improper timing may lead to reduced work efficiency and productivity. Identifying an individual’s biological prime time may improve scheduling within the department, work productivity, reduce fatigue, and improve employee satisfaction.

PURPOSE

The purpose of this exhibit is to discuss the importance and effects of emphasizing biological primetime on productivity. This exhibit will highlight the role of biological prime time in the radiology workplace.

METHODS

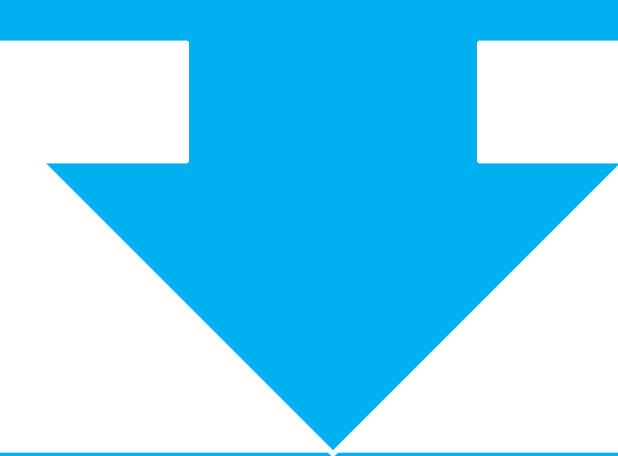
Biological prime time is a time of day or night in which an individual performs at an optimal level relative to other times of the day. Our mind and bodies go through a 24-hour circadian rhythm which results in various energy levels throughout the day. Identifying the time when an individual is the most productive in accomplishing tasks or has the greatest potential to be productive is defined as biological prime time. The key to implementing biological prime time in the radiology workplace is to identify when an individual experiences their optimal level of performance and implementing scheduling around these times such as evening shifts or night shifts.

RESULTS

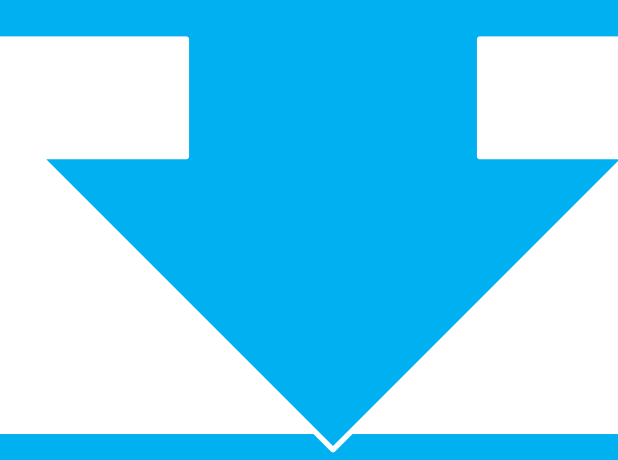
Biological primetime varies from individual to individual regarding optimal performance and focus at specific times of the day or night. Individuals can be categorized broadly based on their habits as “early birds” or “night owls”. Early birds can be defined as individuals that have an enhanced performance in the early hours of the morning. When identified as an early bird, adjusting their daily schedule can increase the hours available to perform tasks at an optimal level. For example, early birds should set a sleep time earlier in the evening to allow for waking up at an earlier hour in the morning to accomplish tasks. In contrast, “night owls” tend to perform better at later hours of the day. These individuals can work at later hours of the night to increase the amount of high performing hours available. Although scheduling can be challenging in the radiology workplace, scheduling evening or overnight shifts can be beneficial for individuals that identify their habits as a night owl.

Fig 1. Methods of Identifying Biological Prime Time

Track and document your energy levels throughout the day



Track your time spent on different simple and complex tasks at specific times of the day



Track your motivation and productivity at varying times of the day

RESULTS CONTINUED

Identifying your biological prime time is critical to improving your performance on complex tasks. Individuals can calculate their biological prime time by charting their energy levels during certain hours of the day or night. Once a trend is achieved via charting, proceed to schedule activities during these times and continue to record your effectiveness to determine your optimal time for productivity. The radiology workplace requires immense focus and critical thinking to provide accurate diagnosis in a timely manner. Time management is an important skill to implement in radiology to complete studies throughout the day or night. Implementing biological prime time as a component of time management can improve efficiency during specific time frames to improve decision making.

CONCLUSIONS

The use of optimal biological prime time in the radiology workplace can have a beneficial impact on productivity, efficiency, and accuracy of diagnostic imaging studies. Individuals have a preference for accomplishing tasks in regard to time of day and tend to be more efficient during these hours. Implementation based on personalized schedules can improve workplace outcomes.

REFERENCES

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