

MON

20

TUE

21

WED

22

THU

23

FRI

24

JANUARY 20 - 24

Time insights

✕



Zürich design days

Out of office

Pick up new bike

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

Flight to Barcelo
7-9 AM
Zürich ZRHPlanning update
8-9 AM, Confere

Summarize fin

Customer meetin
10 AM-12 PM
Meeting room 1b

Prepare work

Marketing work
12-3 PM
Meeting room 4aLunch
12-1 PMStore opening
2-3 PM

Update slide

Prepare prese

Weekly update
5-6 PM, Meeting

Meet Janice, 9-

Reach out to

Lunch with Noah

Project planning
12:30-2:30 PM
Meeting room 5c

Lori/Rom, 2:30-

Time breakdown



● 1:1

1 hr

● 3+ guests

6 hr

○ Need to respond

3 hr

● Remaining time

22 hr

Based on your working hours

[Adjust working hours](#)

Time in meetings

Most meetings

Daily average

Tuesdays

4.3 hr

Dec 31-4

14 hr

Jan 6-10

22 hr

Jan 13-17

6.5 hr

Jan 20-24

7 hr