

	Monday	Tuesday	Wednesday	Thursday	Friday
Very Early					
6:00 AM	Morning Routine (Meditation / Run / Breakfast)	Morning Routine (Meditation / Run / Breakfast)	Morning Routine (Meditation / Run / Breakfast)	Morning Routine (Meditation / Run / Breakfast)	Morning Routine (Meditation / Run / Breakfast)
7:00 AM					
8:00 AM	EA Email + Weekly Goal Setting	EA Email	EA Email	EA Email	EA Email
9:00 AM	Exec 1 Email + Prep	Exec 2 Email + Prep	Exec 1 Email + Calendar	Exec 2 Project Work	Exec 1 Email + Calendar
10:00 AM	Exec 1 Check-in	Exec 2 Check-in	Exec 2 Email + Calendar		Exec 2 Email + Calendar
11:00 AM	Exec 1 Follow-up Tasks	Exec 2 Follow-up Tasks	Admin work	Admin work	Admin work
12:00 PM	Lunch				
1:00 PM	Exec 1 Email + Calendar	Exec 1 Email + Calendar	Exec 1 Project Work	Exec 1 Email + Calendar	Professional Development
2:00 PM	Exec 2 Email + Calendar	Exec 2 Email + Calendar		Exec 2 Email + Calendar	
3:00 PM	Admin work	Admin work	Admin work	Admin work	Weekly Review + Planning
4:00 PM	EA Email + Close-out	EA Email + Close-out	EA Email + Close-out	EA Email + Close-out	EA Email + Close-out
5:00 PM	Flex Time				
6:00 PM	Dinner				
7:00 PM	Personal Time				
8:00 PM	Evening Routine				
	4	1	3	1	1
	1	4	1	3	1
	3	3	4	4	6
	7	7	7	7	7
	15	15	15	15	15