

Mon

16

Follow-up day

Breakfast | Reading time 📖
7 – 8amTravel | Commute | Exercise 🚴
8 – 9amEmails | Follow-ups 🗣️
9 – 11amCalls 📞
11am – 12pmLunch break | Relax 🍷
12 – 1pmCalls 📞
1 – 2pm

Walk | Coffee break ☕, 2pm

Block for tasks you don't want
to do 🤔
2:30 – 4:30pm

Wrap up 📦, 4:30pm

Tue

17

GSD day

Breakfast | Reading time 📖
7 – 8amTravel | Commute | Exercise 🚴
8 – 9amWork GSD block | Growth
things 📈
9 – 10:30amWork GSD Block | Team things
10:30am – 12pmLunch break | Relax 🍷
12 – 1pmWork GSD block |
Management things 💪
1 – 2:30pmWild card | Free block 🎯
2:30 – 4:30pm

Wrap up 📦, 4:30pm

Wed

18

Meeting day

Breakfast | Reading time 📖
7 – 8amTravel | Commute | Exercise 🚴
8 – 9amWeekly team meeting: Theme 2
9 – 10am

Walk | Coffee break, 10am

1x1 meeting
10:30am – 12pmLunch break | Relax 🍷
12 – 1pmWeekly team meeting: Theme 2
1 – 2pmOffsite meeting 🌐
2 – 4:30pm

Wrap up 📦, 4:30pm

Thu

19

Prioritization day

Breakfast | Reading time 📖
7 – 8amTravel | Commute | Exercise 🚴
8 – 9amPersonal GSD block 🌈
9 – 10amTop-priority tasks 🔥
10am – 12pmLunch break | Relax 🍷
12 – 1pmEasy tasks ✨
1 – 2:30pmWild card | Free block 🎯
2:30 – 4:30pm

Wrap up 📦, 4:30pm

Fri

20

Planning day

Breakfast | Reading time 📖
7 – 8amTravel | Commute | Exercise 🚴
8 – 9amBlock for small tasks 🖋️
9 – 11amReflect on this week 🤔
11am – 12pmLunch break | Relax 🍷
12 – 1pmPrep for next week 🧠
1 – 3pmCelebrate EOW 🎉
3 – 4:30pm

Wrap up 📦, 4:30pm