

Digital planning on the iPad with Notability

3:12 PM Tue Nov 30

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HABIT	MON	TUE	WED	THU	FRI	SAT	SUN
learning/reading (30m)	X						
focus block (1h)	X	X					
meditate/TBM work	X	X					
journal	X	X					
close apple watch rings	X						
peaceful parenting	X	X					

OVERALL GOALS

- o create newsletter archive
- o create UX improvement blog
- o legal paperwork
- o read blogging ebook

MONDAY

- o send invoice
- o sync calendars
- o write post

TUESDAY

- o write post
- o edit post
- o visuals

WEDNESDAY

- o write + schedule newsletter
- o write daycare check

THURSDAY

- o buy N winter coat

FRIDAY

- o pay day
- o submit timesheet

8A		8A		8A		8A		8A		8A	
9		9		9		9		9		9	
10	] Leads meeting	10		10		10		10	] ux standup	10	
11		11	] review designs	11		11	] staff meeting	11	] health webinar	11	
12P		12P		12P		12P		12P		12P	
1	] coffee	1		1	] ux standup	1		1	] ux meeting	1	
2	] ux standup	2		2		2		2	] manager 1:1	2	
3		3		3		3		3		3	
4		4		4	] TBM live event	4		4		4	
5		5	] Date night	5	] Pizza party	5	] Bonfire	5		5	
6		6		6		6		6		6	

A weekly dashboard
template for productivity