

MON

4

TUE

5

WED

6

THU

7

FRI

8

Deep Work  
10am – 1pm

Department Team  
Meetings  
10am – 1pm

1:1s with Direct  
Reports  
10am – 1pm

Sales & Customer  
Calls  
10am – 1pm

Team Meetings  
10am – 1pm

Lunch  
1 – 2pm

Lunch  
1 – 2pm

Lunch  
1 – 2pm

Lunch  
1 – 2pm

Lunch  
1 – 2pm

Biz Admin  
2 – 3pm

Biz Admin  
2 – 3pm

Biz Admin  
2 – 3pm

Biz Admin  
2 – 3pm

Biz Admin  
2 – 3pm

Sales Calls  
3 – 5:30pm

Deep Work  
3 – 5:30pm

Deep Work  
3 – 5:30pm

1:1s with Direct  
Reports  
3 – 5:30pm

Podcast Recording  
3 – 5:30pm

Biz Admin  
5:30 – 7pm

Biz Admin  
5:30 – 7pm

Biz Admin  
5:30 – 7pm

Biz Admin  
5:30 – 7pm

Biz Admin  
5:30 – 7pm