

	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21
all-day							
08:00		08:00 Daily Planing / Management / Correspondence / Urgency	08:00 Daily Planing / Management / Correspondence / Urgency	08:00 Daily Planing / Management / Correspondence / Urgency	08:00 Daily Planing / Management / Correspondence / Urgency	08:00 Daily Planing / Management / Correspondence / Urgency	
09:00		09:00 Meetings	09:00 Meetings	09:00 Meetings	09:00 Meetings	09:00 Meetings	
		09:30 Task	09:30 Task	09:30 Task	09:30 Task	09:30 Task	
10:00							
		10:30 Break	10:30 Break	10:30 Break	10:30 Break	10:30 Break	
11:00		11:00 Task	11:00 Task	11:00 Task	11:00 Task	11:00 Task	
12:00							
		12:30 Lunch	12:30 Lunch	12:30 Lunch	12:30 Lunch	12:30 Lunch	
13:00							
		13:30 Task	13:30 Task	13:30 Task	13:30 Task	13:30 Task	
14:00							
15:00							
		15:30 Break	15:30 Break	15:30 Break	15:30 Break	15:30 Break	
16:00		16:00 Meetings	16:00 Meetings	16:00 Meetings	16:00 Meetings	16:00 Meetings	
		16:30 Task	16:30 Task	16:30 Task	16:30 Task	16:30 Task	
17:00							
18:00							