

ABRAHAM OF LONDON

Weekly Operating Rhythm & Daily Blocks

A repeatable cadence to maximize focus and minimize reactive work.

Abraham of London — 13 Oct 2025



Weekly Operating Rhythm & Daily Blocks

<PullLine subtle>Your calendar reflects your priorities. Guard your focus blocks ruthlessly.
</PullLine>

The Weekly Cadence

| Day | Focus Activity | Output/Goal |
|------------------|-------------------|--------------------------------------------------------------------------|
| Monday | Planning & Audit | Top 3 Outcomes set. Calendar is clean. |
| Tuesday-Thursday | Execution & Focus | Deep work blocks completed. Progress on Top 3. |
| Friday | Review & Preview | Outcomes scored (0-1). Learnings captured. Next week's calendar blocked. |

<Rule />

The Daily Time Blocks (Template)

Use these time blocks to structure your most productive 4-hour window (e.g., 9:00 AM – 1:00 PM).

- **Focus (90m):** Deep, high-leverage work toward Top 3 outcomes. Zero distractions.
- **Admin (45m):** Clearing email, quick communication, expense reports. Batch tasks here.
- **People (45m):** Meetings, calls, coaching, check-ins. External-facing work.
- **Buffer (30m):** Rest, transition, unexpected fires, or prep for the next block.

<Note tone="key" title="Rule of 3"> Start every Monday by writing down your **Top 3 Outcomes** for the week. If you hit those 3, the week was a success. </Note>