

WEEKLY OPERATING RHYTHM

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type: "Download"
title: "Weekly Operating Rhythm & Daily Blocks"
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date: "2025-10-21"
author: "Abraham of London"
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coverImage: "/assets/images/downloads/weekly-operating-rhythm.jpg"
excerpt: "A template for high-leverage allocation of time and focus across the week."
subtitle: "A template for high-leverage allocation of time and focus across the week."
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<Pullline subtle>
  Your calendar reflects your priorities. Guard your focus blocks ruthlessly.
</Pullline>

<h2 className="mt-8">The Weekly Cadence</h2>

<table className="mt-4 w-full border-collapse">
  <thead>
    <tr className="bg-[color:var(--color-primary)/0.1] text-deepCharcoal">
      <th className="p-3 text-left border-b-2 border-[color:var(--color-primary)/0.2] w-1/4">
        Day
      </th>
      <th className="p-3 text-left border-b-2 border-[color:var(--color-primary)/0.2] w-1/4">
        Focus Activity
      </th>
      <th className="p-3 text-left border-b-2 border-[color:var(--color-primary)/0.2] w-1/2">
        Output/Goal
      </th>
    </tr>
  </thead>
  <tbody>
    <tr className="border-b border-lightGrey/60">
      <td className="p-3 font-bold text-deepCharcoal">Monday</td>
      <td className="p-3 text-sm text-gray-700">Planning & Audit</td>
      <td className="p-3 text-sm text-gray-700">
        Top 3 Outcomes set. Calendar is clean.
      </td>
    </tr>
    <tr className="bg-warmWhite/50 border-b border-lightGrey/60">
      <td className="p-3 font-bold text-deepCharcoal">Tuesday-Thursday</td>
      <td className="p-3 text-sm text-gray-700">Execution & Focus</td>
      <td className="p-3 text-sm text-gray-700">
        Deep work blocks completed. Progress on Top 3.
      </td>
    </tr>
  </tbody>
</table>
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        <td className="p-3 font-bold text-deepCharcoal">Friday</td>
        <td className="p-3 text-sm text-gray-700">Review & Preview</td>
        <td className="p-3 text-sm text-gray-700">
            Outcomes scored (0-1). Learnings captured. Next week's calendar
            blocked.
        </td>
    </tr>
</tbody>
</table>

<hr className="my-8 border-t border-lightGrey" />

<h2 className="mt-8">The Daily Time Blocks (Template)</h2>
<p className="mb-4 text-gray-700">
    Use these time blocks to structure your most productive 4-hour window (e.g.,
    9:00 AM - 1:00 PM).
</p>

<ul className="list-disc pl-5 space-y-3">
    <li>
        <strong>Focus (90m):</strong> Deep, high-leverage work toward Top 3
        outcomes. Zero distractions.
    </li>
    <li>
        <strong>Admin (45m):</strong> Clearing email, quick communication, expense
        reports. Batch tasks here.
    </li>
    <li>
        <strong>People (45m):</strong> Meetings, calls, coaching, check-ins.
        External-facing work.
    </li>
    <li>
        <strong>Buffer (30m):</strong> Rest, transition, unexpected fires, or prep
        for the next block.
    </li>
</ul>

<Note tone="key" title="Rule of 3" className="mt-8">
    Start every Monday by writing down your Top 3 Outcomes for the week. If
    you hit those 3, the week was a success.
</Note>

<div className="mt-12 text-center pt-6 border-t border-lightGrey/80">
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    />
</div>

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