

## Weekly Operating Rhythm & Daily Blocks

Abraham of London — 21 Oct 2025



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

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- 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. </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">  
<EmbossedBrandMark src="/assets/images/abraham-logo.jpg" alt="Abraham of London Operating System Mark" width={80} height={80} effect="deboss" className="inline-block" baseColor="transparent" /> </div>