

WEEKLY OPERATING RHYTHM & DAILY BLOCKS

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

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

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.

<div> <div>Friday</div> <div>Review & Preview</div> <div> <p>Outcomes scored (0-1). Learnings captured. Next week's calendar blocked.</p> </div> </div>

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).

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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.

Buffer (30m): Rest, transition, unexpected fires, or prep for the next block.

Note **key** **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

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