

Weekly Operating Rhythm & Daily Blocks

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> <tr> <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"> 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 : M