

ABRAHAM OF LONDON

Weekly Operating Rhythm & Daily Blocks

A template for high-leverage allocation of time and focus across the week.

Abraham of London — 21 Oct 2025



<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.

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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" 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.

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