

ABRAHAM OF LONDON

# Weekly Operating Rhythm

A template for high-leverage allocation of time and focus across the week. Integrates a daily huddle, weekly review, and monthly alignment.

Abraham of London — 13 Oct 2025



## Weekly Operating Rhythm & Daily Blocks <#>

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

### The Weekly Cadence <#>

Day	Focus Activity	Output/Goal
<strong>Monday</strong>	<strong>Planning &amp; Audit</strong>	Top 3 Outcomes set. Calendar is clean.
<strong>Tuesday-Thursday</strong>	<strong>Execution &amp; Focus</strong>	Deep work blocks completed. Progress on Top 3.
<strong>Friday</strong>	<strong>Review &amp; Preview</strong>	Outcomes scored (0-1). Learnings captured. Next week's calendar blocked.

### 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"> Start every Monday by writing down your **Top 3 Outcomes** for the week. If you hit those 3, the week was a success. </Note>