

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

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

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

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<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>

- 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. </Note>

/* <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" /> */