

# 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>

## <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>

- <li> <strong>Focus (90m):</strong> Deep, high-leverage work toward Top 3 outcomes. Zero distractions. </li> <li> <strong>Admin (45m):</strong> Clearing email, quick communication, expense reports. Batch tasks here. </li> <li> <strong>People (45m):</strong> Meetings, calls, coaching, check-ins. External-

facing work. </li> <li> <strong>Buffer (30m):</strong> Rest, transition, unexpected fires, or prep for the next block. </li> </ul>

<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>

<div className="mt-12 text-center pt-6 border-t border-lightGrey/80">  
<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" /> </div>