

WEEKLY OPERATING RHYTHM & DAILY BLOCKS

<PullLine subtle>

Your calendar reflects your priorities. Guard your focus blocks ruthlessly.

</PullLine>

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

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.

```
<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">
<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>
```