

Morning: Setting the Tone for the Day

- 6:30 AM - Wake Up & Mindful Morning Routine
 - Start your day with a few minutes of mindfulness or deep breathing exercise
 - stretch or do a quick yoga session to wake up your mind
 - hydrate and enjoy a healthy breakfast focusing on whole food that energize you
- 7 AM - Plan Your Day
 - spend 10 - 15 minutes reviewing your tasks and priorities for the day
 - Use a planner or digital tool to organize your time effectively
 - Set 2 - 3 primary goals to focus on, breaking them down into manageable steps

Mid- morning Focused Work Time

- 8:00 AM - 10:00 AM Deep Work session
 - Tackle your most important and changing tasks during this time
 - Eliminate distractions and work in focused intervals, such as 25-minute work sprints followed by 5-minute breaks (using the Pomodoro Technique)
- 10 AM - 10:15 AM (Short Break)
 - Stand up, stretch, and step away from your workspace
 - Enjoy a snack or a cup of tea, and take a moment to relax
- 10:15 AM - 12:00 PM Continue Focused Work
 - Resume your tasks with renewed focus
 - Prioritize tasks based on urgency and importance

Afternoon: Balanced Productivity and Self-Care

- 12:AM - 1:00 AM - Lunch Break

- Nourish your body with a healthy balanced meal
- Consider taking a short walk outside, practising mindfulness to clear your mind

- 1:PM - 3:PM - Productive Work Session

- Continue working on your tasks, starting with any remaining priorities
- Use time-blocking to allocate specific time slots for each task

- 3:00 PM - 3:15 PM - Afternoon Break

- Take a mental break, listen to music, meditate, or engage in a brief creative activity
- Reflect on your progress and adjust your plans for the remainder of the day if needed

Evening: Winding down and Self-Care

- 5:00 PM - 6:00 PM - Wrap-Up Your Work and Review the Day

- Conclude any remaining tasks and prepare for the next day
- Reflect on your accomplishments and note any tasks to carry over

- 6:00 PM - 7:00 PM - Unwind and Personal Time

- Engage in an activity you enjoy: reading, hobbies, or spending time with loved ones
- Disconnect from work and focus on relaxation

- 7:00 PM - 8:00 PM - Dinner and Evening Routine

- Enjoy a nutritious dinner, savoring the moment
- Engage in light activities, such as journaling, reflecting on the day, or gratitude practice

Night: preparing For Rest

- 8:00 PM - 9:00 PM - Relaxing Wind-Down Routine
 - Dim the lights and create a calm atmosphere
 - Avoid screens and engage in calming activities like gentle stretching, deep breathing or reading
- 9:00 PM - 10:00 PM - Sleep Preparation
 - Go to bed at a consistent time to ensure you get adequate rest
 - Practice a bedtime ritual that helps you relax and transition into sleep