

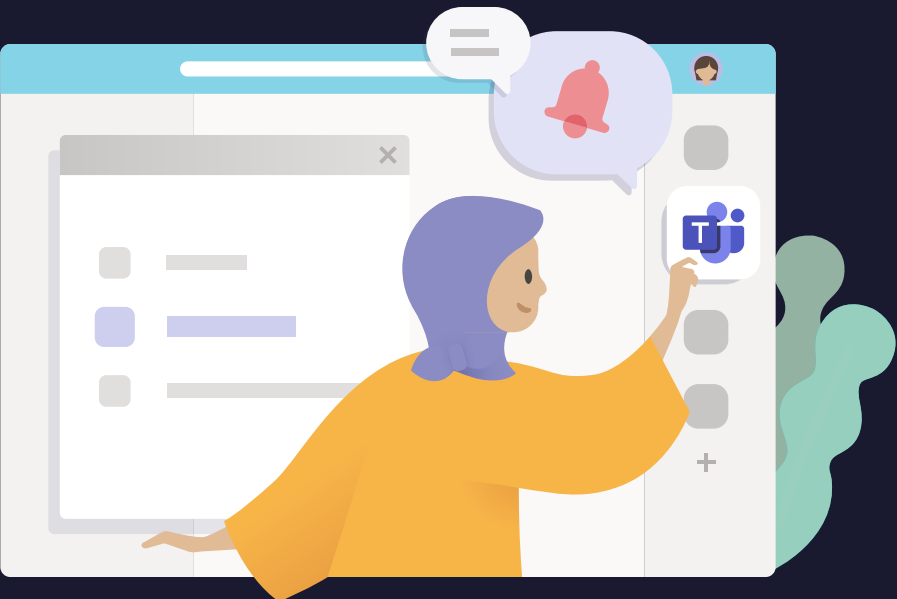
Friday



PRODUCTIVITY

11:00am

Preeti reviews a handful of meeting recordings from meetings she missed throughout the week and uses the meeting Team chat to follow up with questions and share ideas.



COLLABORATE

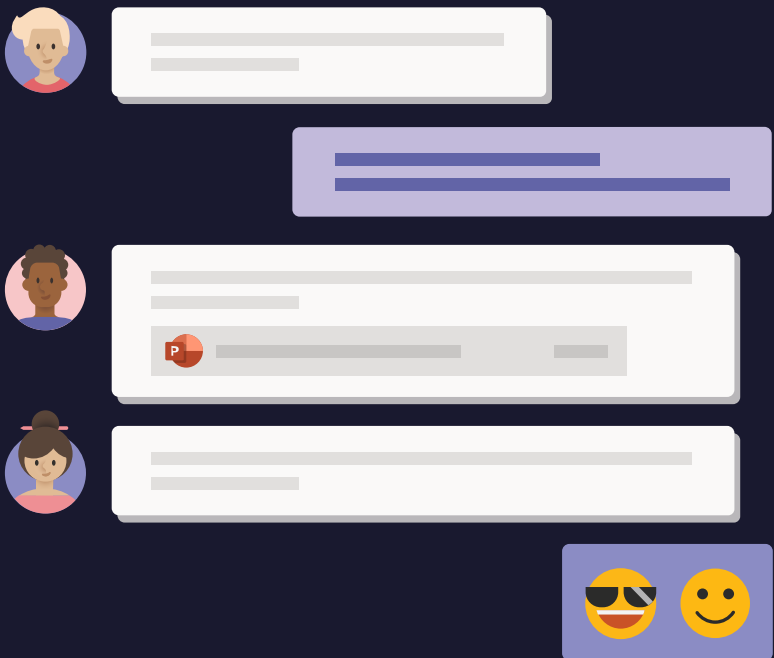
4:00pm

Preeti gets an Outlook reminder and completes the security and training courses.

PRODUCTIVITY

9:00am

Preeti takes advantage of the "no meeting Fridays" instituted by her organization to reduce interruptions and provide schedule flexibility for all employees. She begins working on projects that require focus, such as organizing and synthesizing customer feedback from yesterday's presentation.



MEETINGS

3:00pm

Preeti spends some time pro-actively managing her schedule for next week by determining which meetings should be in-person and which meetings are a good fit for hybrid and makes adjustments to her calendar as necessary.

