

# Tuesday

MEETINGS

9:00am

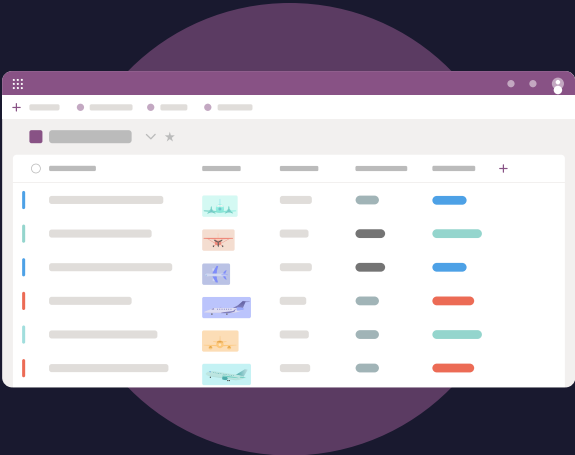
Preeti schedules meetings that require brainstorming or benefit from an in-person meeting on the days she goes to the office. Preeti starts the day with her weekly 1:1 in her manager's office. Then, she attends a series of short meetings with partners and stakeholders to discuss high-priority topics related to a customer sales pitch later in the week.



PRODUCTIVITY

2:00pm

Preeti gets notified in Teams that a training module is due by the end of the week. She sets a calendar reminder for herself to complete the data privacy and security training on Friday during scheduled focus time.



PRODUCTIVITY

4:00pm

Preeti takes her last meeting on her mobile device so that she can start the commute home to unwind from a busy day.



WELLNESS

1:00pm

Preeti's team meets weekly to have lunch together where everyone can catch up with each other.



PRODUCTIVITY

3:00pm

Preeti uses chat in Teams to share follow up items from the morning's meeting and asks the team to log known project issues in a Microsoft List.