

# Day 2 DIY Task

## Reasoning with Deepseek

prompt: (r1)

"Help me design a customized work schedule using the Pomodoro Technique. I have 10 hours of work each day, and my tasks include: Writing reports, reviewing email, attending meetings, editing videos, creating presentations, making websites. Create a time-blocked plan with Pomodoro intervals and breaks to optimize focus and avoid fatigue. Please explain the reasoning behind the schedule you design."

output:

Here's a customized 10-hour workday schedule using the Pomodoro Technique, designed to optimize focus, match task types with energy levels, and prevent burnout:

### **Core Pomodoro Structure (Adapted):**

- **Deep Focus Pomodoro (Video, Websites, Writing):** 50 minutes work / 10 minutes break (Better for sustained creative/technical flow)
- **Standard Pomodoro (Presentations, Email):** 25 minutes work / 5 minutes break (Good for moderate focus tasks)
- **Long Break:** 30 minutes (Essential for a 10-hour day)
- **Micro-Breaks:** 5 minutes (Stretch, hydrate, look away from screen)
- **Buffer Zones:** Short gaps between meetings.

### **The 10-Hour Time-Blocked Schedule:**

Time Block	Activity	Pomodoro Type	Reasoning
<b>8:00 AM - 8:30 AM</b>	<b>Morning Routine &amp; Planning</b>	-	Hydrate, review priorities, plan the day. Avoids starting scattered.
<b>8:30 AM - 10:10 AM</b>	<b>DEEP WORK BLOCK 1 (Peak Focus)</b>	2 x Deep Pomodoro	Peak morning energy for demanding tasks. Ideal for complex writing or coding.
8:30-9:20	Writing Reports	Deep (50m)	High cognitive load, needs undisturbed focus.
9:20-9:30	<b>Break</b>	-	Move, hydrate, rest eyes.
9:30-10:20	Website Development/Coding	Deep (50m)	Complex technical work benefits from morning clarity.
10:20-10:30	<b>Break</b>	-	
<b>10:30 AM - 12:00 PM</b>	<b>CREATIVE &amp; STRUCTURED WORK</b>	3 x Standard Pom	Good energy for creative & structured tasks.
10:30-10:55	Creating Presentations	Standard (25m)	Creative but structured. Pomodoros prevent getting bogged down.
10:55-11:00	<b>Micro-Break</b>	-	
11:00-11:25	Creating Presentations (cont.)	Standard (25m)	
11:25-11:30	<b>Micro-Break</b>	-	
11:30-11:55	Editing Videos (Rough Cut/Assembly)	Standard (25m)	Creative flow, but shorter bursts help maintain perspective.
11:55 AM - 1:00 PM	<b>LUNCH BREAK (60 min)</b>	<b>LONG BREAK</b>	<b>CRITICAL RECOVERY.</b> Eat away from desk, walk, relax. Reset for afternoon.
<b>1:00 PM - 2:30 PM</b>	<b>MEETING &amp; COMMUNICATION BLOCK</b>	Variable	Post-lunch energy dip better for interaction than deep focus.
1:00-1:50	Attending Meetings	-	Group meetings together to protect deep work blocks.

Time Block	Activity	Pomodoro Type	Reasoning
1:50-2:00	<b>Buffer/Break</b>	-	Process meeting notes, bio break.
2:00-2:25	Review & Process Email	Standard (25m)	Manage inbox after meetings. Prevents constant checking.
2:25-2:30	<b>Micro-Break</b>	-	
<b>2:30 PM - 4:10 PM</b>	<b>DEEP WORK BLOCK 2 (Refined Focus)</b>	2 x Deep Pomodoro	Energy often rebounds. Focus on complex but engaging tasks.
2:30-3:20	Video Editing (Detail Work/Effects)	Deep (50m)	Requires sustained attention to detail.
3:20-3:30	<b>Break</b>	-	Walk, get sunlight if possible.
3:30-4:20	Website Development (Refinement/Testing)	Deep (50m)	Technical focus with regained energy.
4:20-4:30	<b>Break</b>	-	
<b>4:30 PM - 5:45 PM</b>	<b>WIND DOWN &amp; ADMIN BLOCK</b>	2 x Standard Pom	Energy declining. Focus on lighter tasks & wrap-up.
4:30-4:55	Review Email / Quick Responses	Standard (25m)	Final inbox sweep, quick replies.
4:55-5:00	<b>Micro-Break</b>	-	
5:00-5:25	Polish Presentations / Reports	Standard (25m)	Lighter editing/finishing touches.
5:25-5:30	<b>Micro-Break</b>	-	
<b>5:30 PM - 6:00 PM</b>	<b>SHUTDOWN RITUAL</b>	-	<b>Essential for transition.</b> Review accomplishments, plan tomorrow, tidy workspace.

### Key Design Reasoning:

1. **Respecting Ultradian Rhythms:** Leverages natural energy peaks (morning, post-lunch rebound) for the most demanding Deep Focus work (Writing,

Coding, Detailed Video Editing). Lulls (post-lunch) are used for meetings and communication.

## 2. Task-Type Matching:

- **Deep Focus (50m):** Used for complex, immersive tasks requiring sustained flow (Writing, Coding, Detailed Video Editing). Longer blocks minimize context switching within these tasks.
- **Standard Pomodoro (25m):** Used for creative but structured tasks (Presentations), administrative tasks (Email), and lighter editing. Prevents overwhelm and maintains focus.
- **Meetings:** Grouped together to minimize disruption to deep work blocks. Buffer time prevents back-to-back meeting fatigue.

## 3. Proactive Fatigue Management (Crucial for 10 hours):

- **Long Lunch Break (60 min):** Non-negotiable recovery time. Physically and mentally disengage.
- **Deep Work Breaks (10 min):** Longer than standard 5-min breaks to adequately recover from intense focus.
- **Buffer Zones:** Prevent meeting overflow and allow mental reset.
- **Wind Down Block:** Gradually reduces cognitive load towards the end of the day.
- **Shutdown Ritual:** Signals the end of the workday, preventing work thoughts from intruding on personal time and setting up for success tomorrow.

4. **Minimizing Context Switching:** Grouping similar tasks (Deep Work blocks, Meeting block, Admin block) reduces the mental cost of switching between vastly different types of work.
5. **Prioritization & Planning:** Starting and ending with planning/review ensures focus on what matters most and provides closure.
6. **Adaptability:** This is a template. The *types* of tasks in each block can be swapped based on *your* specific priorities for the day, but try to keep the

*category* of work (Deep Focus, Communication, Admin) within the designed blocks.

### **Important Implementation Tips:**

- **Protect Deep Focus Blocks:** Treat them as sacrosanct. Silence notifications, close email/chat apps.
- **Honor the Breaks:** *Actually* step away from your workstation during breaks, especially the long lunch. Move, stretch, look at something distant.
- **Track Your Pomodoros:** Use an app or notebook to mark completed Pomodoros. This builds momentum and provides insight.
- **Adjust Durations:** If 50 minutes feels too long initially for Deep Focus, start with 40m (work) / 8m (break). If 25m feels too short for Presentations, try 40m standard Pomodoros in that block.
- **Be Flexible (Within Reason):** If an urgent issue derails a block, reschedule the Pomodoros rather than abandoning the structure entirely. If a meeting runs long, adjust the following block.
- **Listen to Your Body:** Some days you'll have more energy, some less. Adjust intensity slightly if needed, but try to maintain the core structure and break discipline.
- **Environment:** Optimize your workspace for focus during Deep Work blocks (good lighting, minimal clutter, noise-canceling headphones if helpful).

This schedule provides structure while incorporating the rhythm and recovery essential for maintaining high performance and avoiding burnout over a demanding 10-hour workday. Good luck!