



Time	20 Minutes	30 Minutes	160 Minutes	45 Minutes
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Daily Plan Routine

Eliminating waste:

As someone who isn't a morning person, I tend to optimize my morning routine so I can sleep in as late as possible. This works for me, as it doesn't take long for me to start the day. I could use some optimizing when it comes to my time at home. I spend far too much time playing games or watching TV when I should be more productive by doing homework.

Workflow Orchestration:

There are a few steps that I can do together to cut down on steps. For example, washing my face while I'm in the shower could cut maybe 5 minutes off my bedtime routine. Another potential time save could be signing into the work phone and opening applications simultaneously. Sometimes applications take a few moments to load, and I can use that time to quickly sign into my phone.