

Day Planner-20230211

Day Planner

Morning Prep

This is where I get ready for work and do my usual prep.

- 09:30 Setup for work
- 09:45 Review notes from yesterday
- 10:30 Create new notes for [#article](#) review
- 11:30 BREAK

Reading

A section of the day dedicated to reading:

1. Articles.
2. Book chapters assigned for the day.
3. Re-reading past notes.

- 12:00 Reading
 - Article 1
 - Article 2
 - Article notes review
- 12:25 BREAK
- 12:30 Reading
- 14:00 BREAK

Afternoon Review

I use this time to review what I have done earlier in the day and complete any tasks to prepare for the next day.

- 15:00 Review notes and update daily note [20201103](#)
- 15:45 Walk
- 16:30 Reading
- 17:20 Prep for tomorrow's meetings
- 18:00 END

