

Time	Monday	Activity	Tuesday	Activity	Wednesday	Activity	Thursday	Activity	Friday	Activity
9:00	Focus on Coding	Task Variety	Focus on Coding	Task Variety	Focus on Coding	Task Variety	Focus on Coding	Task Variety	Focus on Coding	Task Variety
10:00	Buffer Time	Unplanned tasks	Emails	checking & responding	Team meeting	Brainstorming	Team meeting	Brainstorming	Buffer Time	Unplanned Tasks
11:00	Emails	checking & responding	Focus on Coding	Task Variety	Focus on Coding	Task Variety	Emails	checking & responding		
12:00		Lunch Break		Lunch Break		Lunch Break		Lunch Break		Lunch Break
13:00	Team meeting	Brainstorming	Buffer time	Unplanned tasks	Focus on Coding	Task Variety	Team meeting	Brainstorming	Team meeting	Brainstorming
14:00	Team meeting	Brainstorming	Buffer Time	Unplanned tasks	Emails	checking & responding	Team meeting	Brainstorming	Team meeting	Brainstorming
15:00			Team meeting	Brainstorming	Buffer time	Unplanned tasks	Focus on Coding	Task Variety	Emails	checking & responding
16:00	Review progress	Next days tasks	Review progress	Next days tasks	Review progress	Next days tasks	Review progress	Next days tasks	Review progress	Next days tasks
	Eisenhower Template	urgent tab x Important tab	green							
		not urgent tab x Important	blue							
		the urgent x not important	yellow							
		not urgent x not important	Red							
		Blocked times	purple							