

# Daily Work Plan - December 10, 2024

## Priority Tasks

- ☐ Morning Review (9:00 - 9:30)
- ☐ Check for production approvals (9:30 - 11:00)
- ☐ Conduct brainstorming session for new projects (11:00 - 12:30)

## Break

- ☐ Lunch Break (12:30 - 1:30)

## Afternoon Schedule

- ☐ Meetings/Collaboration Time (1:30 - 3:00)
- ☐ Focus Work Session (3:00 - 4:30)
- ☐ Email and Communications (4:30 - 5:00)
- ☐ End-of-Day Review (5:00 - 5:30)

## Notes & Reminders

- Take short breaks every 90 minutes
- Check email at scheduled times only
- Drink water regularly

## End of Day Checklist

- ☐ Review completed tasks
- ☐ Plan for tomorrow
- ☐ Clear desk/workspace