



Work

Hourly

08:00

Outside Work Hours

Quiet Time

09:00

10:00

Daily Standup Meeting

11:00

Followup Meeting with Architects

Prepare

12:00

13:00

14:00

Lunch Hour

15:00

16:00

Product Demo

Prepare

17:00

18:00

17:00

Outside Work Hours

Personal

Hourly

05:00

Rest Hours

Quiet Time

06:00

07:00

08:00

09:00

13:00

Working Hours

14:00

Meeting with Jeremy's Math Teacher

18:00

Working Hours

19:00

Grocery Delivery

Instructions

20:00

Help with Jeremy's School Project

21:00

Dinner

22:00

Rest Hours

Social

Weekly

▼ Priority

Phill Rever emailed construction quotes

Reply

3

Book club meeting on Saurday

Reminder

2

Dinner invitation tomorrow 20:30 at Trevor's

RSVP

1

Weekend activities for Jeremy

Plan Transport

1

Drag events or appointments to Personal Calendar. Else view Suggestions.

Work To Do

▲ Priority

Prepare Design Document for New Product

Templates

1

Discuss Architecture Approach with Stakeholders

Send Invite

2

Call Client to Gather Feedback

Send Request

3

Drag tasks to Work Calendar or view Suggestions.

Personal To Do

▲ Priority

Record and schedule video greeting for Mom's birthday

Templates

1

Call Rhea to fix Jeremy's Play date next weekend

Call

2

Order flowers and wine for dinner tomorrow

Order

2

Drag tasks to Personal or Social Calendar. Else view Suggestions.



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Smart Suggestion

1

2

Schedule this task from 21:00 to 22:00 on Personal Calendar?

Yes

No

≥

Smart Suggestion

1

2

Order flowers from Ferns and Petals website and schedule delivery for tomorrow.

Yes

No

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