

Rafi Rais

Email Marketing | Business Coaching Industry

🌟 Calendar & Time Coordination Task

📅 Managing weekly calendars and prioritizing schedules

🌐 Coordinating meetings and activities across multiple time zones

Color Legend:

- Client Meetings
- Focus/Deep Work
- Team/Internal Sync
- Personal/Admin
- Media/External Engagement
- Wellness / Gym / Health
- Weekend Leisure / Recharge

