

🌟 Calendar & Time Coordination Task

📅 July 17 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

The screenshot shows a Google Calendar view for the week of October 13-19, 2025 (Week 42). The calendar is set to GMT+07. Key events include:

- Monday:** Weekly Team Check-in (9am), Sales Call with Potential Client (9-10am), Client Call: Project Kick-off (10-11am).
- Tuesday:** Focus Time: Proposal Writing (12:30-1:30pm), Marketing Strategy Session (1-2pm), Inbox & Admin Catch-up (2:30-3:30pm).
- Wednesday:** Quarterly Review Meeting (10-11:30am), 1:1 with Operation Manager (2-3pm), Deep Work: CEO Letter Draft (1-2:30pm).
- Thursday:** Podcast Interview (Zoom) (9-10am), Analytics Review with EA (9:30-10:30am).
- Friday:** Movie Night/Offline Time (7-9pm).
- Saturday:** Analytics Review with EA (9:30-10:30am), Family Brunch (10am).
- Sunday:** Movie Night/Offline Time (7-9pm).

On the left sidebar, the current month is October 2025, and the day is 13. A sidebar also displays time zone information for various locations: Singapore Time (9:36pm), South Korea Ti... (10:36pm), Perth Time (9:36pm), Los Angeles Ti... (6:36am), and Portugal Time (2:36pm). A "Booking pages" button is at the bottom.