**TWI Daily Schedule**

6:10am Alarm Goes Off - Start of Day…

Dream journaling… — 5 min  
Ablutions, Shit, Brush Teeth, Shave… — 15 min

6:30am- Hello good morning ☀️ Start of Morning Routine…

Meet in the foyer for optic flow

Optic flow — 10 min

Take supplements

Morning stretch — 15 min

Morning cultivation — 20 min  
Daily Cardio Exercise — 25 minutes  
Shower — 20 min

Buffer — 20 min

8:20am- Start of Workday…

Daily standup — 40 min

* written review (TEMPLATED): review yesterday’s progress, and incompletions, and write it down.
  + WRITE: What the problem was, how it affected the work, reflections on what you felt or did about it, proposed solution
* meeting start: when everyone is finished writing, everyone reads what they wrote aloud. Then proposed solutions are reviewed and then confirmed as a group.
* Review upcoming: everything that needs to be done today by everyone, given full workload context.
* Confirm necessary priority order for tasks/projects expected to be completed in upcoming day

9:00am- Start of work block 1…

Work block 1 — 4 hours

* Log completed tasks as they are finished on the kanban, lean kanban rules
* “successful” work block requires that you are getting through more than 3 tasks per 4 hour block.
* For tasks that take longer than an hour, take note of that, there may be a problem.

1:00pm- Start of midday routine…

Midday Meetup — 15 min

* written review (TEMPLATED): as a group, track your progress during the last work block. Mark all completed tasks. Then comment on any tasks that were left incomplete, or otherwise blocked. For these issues, include reasons, effects, and proposed solutions.
* Meeting start: read written reviews aloud to the group. Review issues, confirm any necessary solutions.
* Meeting close: confirm continued course of action and task completion expectations for the rest of day.

Take midday supplements

Midday Stretch - 5 min  
Midday cultivation - 20 min

Lunch + Break + Chores + dinner prep 1hr 20min

3:00pm- Start of work block 2…

Work block 2 — 4 hours

7:00pm- Start of End of day Routine…

EOD Meetup — 15 min

* written review (TEMPLATED): as a group, track your progress during the last work block. Mark all completed tasks. Then comment on any tasks that were left incomplete, or otherwise blocked. For these issues, include reasons, effects, and proposed solutions.
* Meeting start: read written reviews aloud to the group. Review issues, confirm any necessary solutions.
* Meeting close: confirm continued course of action and task completion expectations for TOMORROW. Determine any emergency overtime that must be taken to complete tasks before tomorrow starts.

Optic Flow 2 - 10 min  
Buffer - 15 min

7:30pm-

Daily Weight Training - 30 min

* 10 min stretch
* 20 min Weight Training
  + Phase 1: Stabilization - low weight, low impact, high reps
  + Phase 2: Hypertrophy - medium weight, medium impact, medium reps, for building muscle. Over time - weight goes up and reps go down.
  + Phase 3: Strength/Power - High weight, high impact/full body, low reps -> 1 rep max.

Shower/Change - 10 min  
Dinner Time - 50 min

9:00pm-

Sanctuary revolution Journaling - 30 min

* Inject Gnosys into a continuous journal chat log, write journal entry based on template, and what has been going on for you during the day.

9:30pm-

Wind down/chill - 1hr

10:00/10:30pm-

Bedtime - go to bed