

# REMOTE PRODUCTIVITY DAILY SCHEDULE

DATE: \_\_\_\_\_ GOAL: \_\_\_\_\_

TIME	FOCUS / ACTIVITY	OUTPUT / METRIC
08:00	Morning Routine & Deep Work Prep	No-Screen Time
09:00	Block I: Deep Work (Most Difficult Task)	
11:00	Short Break & Administrative Catch-up	Inbox Zero
12:00	Lunch & Movement (Screen-off)	
13:30	Block II: Meetings & Collaboration	
15:30	Block III: Secondary Tasks & Development	
17:00	Shutdown Ritual & Tomorrow Planning	Checked Off

TOP 3 PRIORITIES 1.

2.

3.

## **DISTRACTION LOG & NOTES**