

WORK FROM HOME ROUTINE

Date: _____

TIME	ACTIVITY & FOCUS	NOTES / GOALS
07:00 AM	Morning Ritual	<i>Hydrate, stretch, no screens</i>
08:00 AM	Deep Work Block I	<i>Hardest task first (MIT)</i>
10:30 AM	Movement Break	<i>15 min walk or mobility</i>
11:00 AM	Admin & Comms	<i>Inbox zero, Slack, meetings</i>
12:30 PM	Lunch & Reset	<i>Away from desk/workstation</i>
01:30 PM	Deep Work Block II	<i>Secondary projects/creation</i>
03:30 PM	Collaboration	<i>Calls and team syncs</i>
04:30 PM	Daily Shutdown	<i>Plan tomorrow, clear desk</i>
05:00 PM	Log Off	<i>Physical transition to evening</i>

DAILY PRIORITIES