

# WORKFLOW PLANNER

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**CRITICAL FOCUS**

**SECONDARY TASKS**

**QUICK WINS**

## **SCHEDULE & DEEP WORK BLOCKS**

**08:00 AM**

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**09:00 AM**

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**10:00 AM**

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**11:00 AM**

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**12:00 PM**

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**01:00 PM**

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**02:00 PM**

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**03:00 PM**

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**04:00 PM**

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**05:00 PM**

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