

# DAILY OFFICE WORKFLOW

Week of: \_\_\_\_\_

## ESSENTIAL DEEP WORK

Complete primary project milestone  
Review and update weekly strategy

## ADMINISTRATIVE & MAINTENANCE

Zero inbox: Sort and archive emails  
Digital declutter: Clear desktop and downloads  
Financials: Log expenses and invoices

## ENVIRONMENT & WELLNESS

Sanitize desk surface and hardware  
Reset physical filing system  
Mid-day mobility stretch (10 mins)

## CRITICAL NOTES & FOLLOW-UPS

Minimalist Productivity System • Design Template