

WORK FROM HOME SCHEDULE

Date: _____

TIME	FOCUS / ACTIVITY	STATUS
07:00 AM	Morning Routine & Deep Work Prep	
08:00 AM	Deep Work Session I (High Priority)	
10:00 AM	Coffee Break / Movement	
10:30 AM	Admin, Emails & Communication	
12:00 PM	Lunch Break (Screen-Free)	
01:00 PM	Deep Work Session II / Projects	
03:00 PM	Meetings & Collaborative Tasks	
04:30 PM	Daily Review & Shutdown Ritual	

Top Priorities & Notes