

DAILY PRODUCTIVITY SCHEDULE

Professional Home Office Template

Date: _____

TIME SLOT	ACTIVITY / FOCUS AREA	NOTES & TARGETS
08:00 - 09:00	Morning Routine & Inbox Audit	Review urgent emails; sync calendar
09:00 - 11:30	Deep Work Block I	High-priority project; no distractions
11:30 - 12:00	Active Break	Stretch, walk, or mindfulness
12:00 - 13:30	Deep Work Block II	Complexity-heavy tasks
13:30 - 14:15	Lunch Break	Away from the desk
14:15 - 15:45	Meetings & Collaboration	Calls, Slack syncs, feedback loops
15:45 - 17:00	Admin & Task Batching	Expense reports, scheduling, filing

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17:00 - 17:30

Shutdown Ritual

Prep for tomorrow; clear workspace

TOP 3 PRIORITIES

POST-WORK HABIT

Define the boundary between office and home life.