

# VIRTUAL TEAM PRODUCTIVITY

Weekly Synchronization Schedule Template

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

TIME (UTC)	DEEP WORK FOCUS	COLLABORATION / MEETINGS	ASYNC COMMUNICATIONS
08:00 - 10:00	<b>High-Cognitive Tasks</b> No Slack/Email notifications.		Morning Status Updates
10:00 - 12:00		<b>Daily Stand-up</b> 15 min video sync.	Active Inbox Triage
12:00 - 13:00	RECHARGE BREAK (Screen-Free)		
13:00 - 15:00	Project Documentation	<b>External Client Calls</b>	Slack Response Window
15:00 - 17:00	<b>Secondary Focus Block</b>	Internal Strategy Sync	Final EOD Report-out

**Zone 1: Deep Work** Focus on individual output. Mute all pings.

**Zone 2: Core Hours** Mandatory overlap for all time zones.

**Zone 3: Async** Non-urgent responses via Trello/Jira/Email.

**Review** Reflection on KPIs and blocker removal.