

WORK FROM HOME DAILY ROUTINE

DATE: _____

TOP PRIORITY: _____

TIME	ACTIVITY / ROUTINE FOCUS	DONE
07:00 AM	Morning Ritual (Coffee, Stretch, No Screens)	
08:30 AM	Deep Work Session I (Most Important Task)	
10:30 AM	Quick Break / Movement / Hydrate	
11:00 AM	Admin, Emails, & Virtual Meetings	
01:00 PM	Lunch Break (Away from Desk)	
02:00 PM	Deep Work Session II or Collaborative Tasks	
04:00 PM	Final Inbox Sweep & Planning for Tomorrow	
05:00 PM	Hard Shutdown / Log Off Routine	

NOTES & REFLECTIONS