

REMOTE WORK SCHEDULE PLANNER

Name: George Wallace

Week: October 14–20, 2060

MONDAY – CREATIVE LAUNCH DAY

Focus Zone: Brainstorm ad headlines for Q4
Main Tool: Notion + Canva
Energy Check: High ■
Personal Checkpoint:
No meetings before 10 AM

TUESDAY – STRUCTURE + STRATEGY

Focus Zone: Plan upcoming email campaign
Main Tool: Google Docs + Mailchimp
Energy Check: Steady ■
Personal Checkpoint: 30-min afternoon walk

WEDNESDAY – CONNECT + REVIEW

Focus Zone: Midweek team sync + report updates
Main Tool: Zoom + Google Sheets
Energy Check: Mixed ■ ■
Personal Checkpoint: Journal 3 wins of the week

THURSDAY – DEEP WORK MODE

Focus Zone: Finalize landing page designs
Main Tool: Figma + Grammarly
Energy Check: High
focus window 9–1
Personal Checkpoint: Screen-free lunch

FRIDAY – WRAP + WIND DOWN

Focus Zone: Client update slides & retrospectives
Main Tool: PowerPoint + Slack
Energy Check: Light, reflective ■
Personal Checkpoint:
Log next week's intentions



Automation Remote Work Planner

Ross Sparkman



Automation Remote Work Planner:

Embark on a transformative journey with is captivating work, Discover the Magic in **Automation Remote Work Planner** . This enlightening ebook, available for download in a convenient PDF format , invites you to explore a world of boundless knowledge. Unleash your intellectual curiosity and discover the power of words as you dive into this riveting creation. Download now and elevate your reading experience to new heights .

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