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

WEDNESDAY - CONNECT + REVIEW

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

TUESDAY - STRUCTURE + STRATEGY

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

THURSDAY - DEEP WORK MODE

Focus Zone: Finalize landing page designsMain Tool: Figma + GrammarlyEnergy Check: High focus window 9–1Personal 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



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