Build a weekly schedule that works for you.

Create space and organization in your week with four kinds of blocks: focus, social, admin, and recovery. Theme your days to hone in on what's most important. Map out where your blocks and themes fall in the week - it may vary a bit each week, but defaults make getting stuff done easier. Read more about Time Blocking on our blog.

| DAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
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