

**Name:** Melissa Thompson

**Date:** 22-Dec-22

|               | Mon                                  | Tues              | Wed                 |
|---------------|--------------------------------------|-------------------|---------------------|
| 05:30-06:00   | Meditation/Swim                      | Meditation/Swim   | Meditation/Swim     |
| 06:00 - 06:30 | AM Prep (includes Breakfast/Commute) |                   | AM Prep (includes E |
| 06:30 - 07:00 | Research                             | Research          | Research            |
| 07:00 - 07:30 | Emails                               | Emails            | Emails              |
| 07:30-08:00   | Emails                               | Emails            | Emails              |
| 08:00 - 08:30 | Cold Calls                           | Cold Calls        | Cold Calls          |
| 08:30 - 09:00 | Cold Calls                           | Cold Calls        | Cold Calls          |
| 09:00 - 09:30 | Cold Calls                           | Cold Calls        | Cold Calls          |
| 09:30 - 10:00 | Break                                | Break             | Break               |
| 10:00 - 10:30 | Planning                             | Planning          | Planning            |
| 10:30 - 11:00 | Team Stand Up                        | Team Stand Up     | Team Stand Up       |
| 11:00 - 11:30 | All-Hands (Full Company Meeting)     | Learning          | Learning            |
| 11:30 - 12:00 |                                      | Research          | Collaboration       |
| 12:00 - 12:30 | Collaboration                        | Video             | Video               |
| 12:30 - 13:00 | Social Media                         | Social Media      | Social Media        |
| 13:00 - 13:30 | Lunch                                | Lunch             | Lunch               |
| 13:30 - 14:00 | Walk                                 | Walk              | Walk                |
| 14:00 - 14:30 | Emails                               | Emails            | Emails              |
| 14:30 - 15:00 | Planning                             | Planning          | Planning            |
| 15:00 - 15:30 | Leadership                           | Leadership        | Leadership          |
| 15:30 - 16:00 | Emails                               | Emails            | Emails              |
| 16:00 - 16:30 | Cold Calls                           | Cold Calls        | Cold Calls          |
| 16:30 - 17:00 | Cold Calls                           | Cold Calls        | Cold Calls          |
| 17:00 - 17:30 | Learning                             | Collaboration     | Research            |
| 17:30 - 18:00 | End of Day Review                    | End of Day Review | End of Day Review   |
| 18:00 - 18:30 | Planning                             | Planning          | Planning            |
| 18:30 - 19:00 |                                      |                   |                     |

| Thurs              |  | Fri                                  |  | Sat          |  | Sun          |  |
|--------------------|--|--------------------------------------|--|--------------|--|--------------|--|
| Meditation/Swim    |  | Meditation/Swim                      |  |              |  |              |  |
| Breakfast/Commute) |  | AM Prep (includes Breakfast/Commute) |  |              |  |              |  |
| Research           |  | Research                             |  | Planning     |  | Planning     |  |
| Emails             |  | Emails                               |  | Social Media |  | Social Media |  |
| Emails             |  | Emails                               |  |              |  |              |  |
| Cold Calls         |  | Cold Calls                           |  |              |  |              |  |
| Cold Calls         |  | Cold Calls                           |  |              |  |              |  |
| Cold Calls         |  | Cold Calls                           |  |              |  |              |  |
| Break              |  | Break                                |  |              |  |              |  |
| Planning           |  | Planning                             |  |              |  |              |  |
| Team Stand Up      |  | Team Stand Up                        |  |              |  |              |  |
| Learning           |  | Learning                             |  |              |  |              |  |
| Research           |  | Collaboration                        |  |              |  |              |  |
| Video              |  | Video                                |  |              |  |              |  |
| Lunch              |  | Social Media                         |  |              |  |              |  |
| Manager 1:1        |  | Lunch                                |  |              |  |              |  |
| Walk               |  | Walk                                 |  |              |  |              |  |
| Emails             |  | Emails                               |  |              |  |              |  |
| Planning           |  | Planning                             |  |              |  |              |  |
| Leadership         |  | Leadership                           |  |              |  |              |  |
| Emails             |  | Emails                               |  |              |  |              |  |
| Cold Calls         |  | Cold Calls                           |  |              |  |              |  |
| Cold Calls         |  | Cold Calls                           |  |              |  |              |  |
| Collaboration      |  | Team Social                          |  |              |  |              |  |
| End of Day Review  |  |                                      |  |              |  |              |  |
| Planning           |  | Planning                             |  |              |  |              |  |
|                    |  | End of Week Review/Metrics           |  |              |  |              |  |

**Time Blocks - Copy and paste the below blocks (COLUMN J) into the calendar on the left. Feel free to customize blocks in response to your own needs, morning routine, working style, and energy patterns. E.g. you can start your morning with yoga and you can add a walk or jog during the day. Remember to start with the right number of call blocks to hit your goal!**

|                 |
|-----------------|
| Cold Calls      |
| Planning        |
| Emails          |
| Research        |
| Social Media    |
| Video           |
| Collaboration   |
| Learning        |
| Leadership      |
| LUNCH           |
| BREAK           |
| Meditation/Swim |
| Team Stand Up   |
| All-Hands       |
| Manager 1:1     |
| Team Social     |

