

# Weekly working from home schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
07:15–08:00	Wake up Go on a 30 minute run	Wake up Do 30 minutes of yoga	Wake up Go on a 30 minute run	Wake up Do 30 minutes of yoga	Wake up Go on a 30 minute run
08:00–08:30	Get dressed and eat breakfast	Get dressed and eat breakfast	Get dressed and eat breakfast	Get dressed and eat breakfast	Get dressed and eat breakfast
08:30–9:00	Reply to and send emails	Reply to and send emails	Reply to and send emails	Reply to and send emails	Reply to and send emails
9:00–10:00	Research industry report	Plan presentation for team meeting	Lead team meeting	Work on ongoing project	Continue writing industry report
10:00–10:45			Reflect on the meeting discussions		
10:45–11:00	Have a break from my desk and talk to someone	Go for a short walk	Have a break from my desk and talk to someone	Go for a short walk	Have a break from my desk and talk to someone
11:00–12:00	Attend meeting with Marketing	Extra time to use where needed	Prepare notes for meeting with manager	Meeting with Liz	Continue writing industry report
12:00–13:00	Eat lunch	Eat lunch	Eat lunch	Eat lunch	Eat lunch
13:00–14:00	Liaise with Luke on report	Continue writing industry report	Attend meeting with manager	Work on ongoing project	Continue writing industry report
14:00–14:45	Plan out industry report		Decide on the meeting outcomes		Extra time to use where needed
14:45–15:00	Take a break from my desk	Take a break from my desk	Take a break from my desk	Take a break from my desk	Take a break from my desk
15:00–16:00	Start to write industry report	Continue writing industry report	Work on ongoing project	Work on ongoing project	Work on PDP – continue to take online training course
16:00–16:50					
16:50–17:00	Review what's been achieved today and need to prioritise Adjust the schedule if necessary	Review what's been achieved today and need to prioritise Adjust the schedule if necessary	Review what's been achieved today and need to prioritise Adjust the schedule if necessary	Review what's been achieved today and need to prioritise Adjust the schedule if necessary	Review what's been achieved today and need to prioritise Adjust the schedule if necessary

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