

# 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



# Planner Automation Remote Work

**R. Dan Reid, Nada R. Sanders**



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