

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

Huangqi Zhang



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