

Schedule

– MORNING –

6:00 AM	Morning jog — loop around the park, 3 miles
7:00 AM	Shower, breakfast: oatmeal + berries + green tea
8:00 AM	Review inbox, triage Slack messages, daily standup
9:00 AM	Deep work: Q3 product roadmap draft
10:00 AM	Client call — Acme Corp quarterly review
11:00 AM	Code review: payment-service PR #247
12:00 PM	Lunch break — meal prep: chicken + quinoa bowl

– AFTERNOON –

1:00 PM	Team sync — sprint planning for next week
2:00 PM	Design review: analytics dashboard v2 mockups
3:00 PM	Write documentation for the new auth module
4:00 PM	1:1 with Alex — discuss growth goals, blockers
5:00 PM	Wrap up loose ends, plan tomorrow's top 3

– EVENING –

6:00 PM	Gym — upper body + 20 min rowing machine
7:00 PM	Dinner: salmon, roasted vegetables, brown rice
8:00 PM	Read — finish Chapter 4 of <i>Deep Work</i>
9:00 PM	Wind down: no screens, light stretching, herbal tea
10:00 PM	Bedtime routine — journal, set alarm, lights out

Top 3 Today

1. Ship Q3 roadmap draft to leadership
2. Client deliverable for Acme Corp review
3. Book dentist appointment (overdue!)

Water Tracker

Goal: 8 glasses • 64 oz



5 of 8 • hydrate!

Notes & Reminders

- Pick up dry cleaning before 6:00 PM
- Email Sarah re: Q3 budget approval
- Backup laptop before macOS update
- Buy birthday gift for David (Saturday!)

Gratitude

- ♥ Morning coffee on the balcony — 62°F, perfect breeze
- ♥ The team shipped the checkout flow a day early
- ♥ Called Mom; she's doing great after physical therapy