10.4

WORKSHEET · CHAPTER 10

The working week

Plan the week, not the day. The cost of work builds up across days, like the glass.

	MON	TUE	WED	THU	FRI
No-meeting block					
Stop time					
Recovery evening					
Variety, on purpose					
Notes					

☐ Same desk, same start time, the schedule a week ahead, where I can.

☐ The people at home know which evening is the recovery evening.

My people at work _____

On a bad day: your stop time, and nothing else.