



Weekly LAGOM Planning Scheduler

Big hairy tasks: 1. _____ 2. _____ 3. _____

| TIME | ACTIONS | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------------------|--------------------|--------|---------|-----------|----------|--------|
| 8.30am - 9.30am | Collaboration | | | | | |
| 9.30am - 10.30am | Focus | | | | | |
| 10.30am - 11.00am | BREAK | | | | | |
| 11.00am - 12.00pm | Focus | | | | | |
| 12.00pm - 1.00pm | Collaboration | | | | | |
| 1.00pm - 2.00pm | LUNCH | | | | | |
| 2.00pm - 3.00pm | Focus | | | | | |
| 3.00pm - 3.30pm | BREAK | | | | | |
| 3.30pm - 4.30pm | Collaboration | | | | | |
| 4.30pm - 5.00pm | Focus/Reflect/Plan | | | | | |

| DAYS | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------------|---|--------|---------|-----------|----------|--------|
| Daily Tasks | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |