

Peak Performance Planner

A Time Management Guide for Thriving at Work

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work culture + peak performance

Here's a structured schedule to help employees have deep-focused work sessions, avoid burnout, and take sufficient breaks. This schedule is adaptable to various responsibilities.

How to Use This Guide:

- **Daily Schedule:** To balance your energy throughout the day.
- **Weekly Schedule:** To ensure high-and-low-intensity tasks + growth in your work-week.

Daily Schedule

Time	Activity	Description
8:00 - 8:30 a	Morning Routine	Light exercise, breakfast, and planning the day.
8:30 - 10:00 a	Deep Work Session	Focused work on high-priority tasks.
10:00 - 10:15 a	Break	Short break to rest and recharge.
10:15 - 12:00 p	Deep Work Session	Continue focused work or start a new high-priority task.
12:00 - 1:00 p	Lunch Break	Take a full break away from the desk.
1:00 - 2:00 p	Collaborative Work/Meetings	Team meetings or collaborative projects.
2:00 - 2:15 p	Break	Short break to rest and recharge.
2:15 - 3:30 p	Maintenance Tasks	Moderate-priority tasks or administrative work.
3:30 - 3:45 p	Break	Short break to rest and recharge.
3:45 - 5:00 p	Deep Work Session	Focused work on remaining tasks.
5:00 - 5:30 p	Wrap-Up and Plan for Tomorrow	Review the day's work and plan for the next day.

Weekly Schedule

Day	Focus	Description
Monday	Planning and Prioritization	Set goals for the week, prioritize tasks, and schedule team meetings.
Tuesday	Deep Work	Focus on high-priority tasks and projects. Avoid the maintenance and collaborative tasks in the daily schedule if possible .
Wednesday	Collaboration and Midweek Review	Team meetings, collaborative projects, and progress check.
Thursday	Deep Work	Focus on high-priority tasks and projects. Avoid the maintenance and collaborative tasks in the daily schedule if possible .
Friday	Growth and Reflection	Review the week's accomplishments, and invest in learning a new skill or a fun project!

Note: Take this up a notch by setting a specific theme or goal for each month or quarter to focus on. Reflect on how following structured plans has positively impacted your mental well-being and achievements by the end of the period.