



THE D&E ARRIVAL PROTOCOL: *A Time-Blocking Guide*

BROUGHT TO YOU BY: THE DESK AND EASEL & MAY MEDIA



How to spend your first 60 minutes at The Desk and Easel.

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08:45 AM: The Commute (The Mental Shift)

- **Action:** Listen to a business podcast or your "Hype Playlist." Do not check email yet.

09:00 AM: The Landing (White Glove Check)

- **Action:** Stop by the mail area. Pick up packages.
- **Why:** Clear the physical clutter before you start the digital work.

09:15: The "Eat the Frog" Block

- **Action:** Close the door to your private office. Connect to the Fiber Internet. Do the hardest task of the day first.
- **Tool:** Set a timer for 90 minutes.

10:45 AM: The Community Break

- **Action:** Walk to the coffee station or common area.
- **Why:** "Community and connections sets us apart". Say hello to a neighbor.