HYBRID WORK WEEK PLANNER

Design your week with intention | Desk & Easel Creative Coworking | deskandeasel.com

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How to use: Fill in your Work Type and Location for each day. Match your hardest work to your best environment. Review weekly and adjust as needed.

	Monday	Tuesday	Wednesday	Thursday	Friday
Work Type					
Best Location					
Morning Focus					
Afternoon Focus					
Key Tasks					

WORK TYPE GUIDE

Deep Focus
Solo work needing sustained quiet: writing, analysis, complex problem-solving. Best at home or a D&E focus desk.

Collaborative
Client calls, team meetings, networking. Best at D&E - conference table, Zoom room, community energy.

Flexible
Responsive work that can go either way. Follow the week's needs.

Admin & Wrap
Email, invoicing, follow-ups, next-week planning. Home or D&E both work.

LOCATION GUIDE

Home Office
Protect for deep focus days. Control your environment, eliminate distractions, and do your hardest work here.

Desk & Easel - 319 W Chestnut St
Use for collaborative days, important calls, accountability, and any day you need professional energy around you.

Either / Flex Day
Wednesday is a natural flex day. Assess the morning's priorities and choose the environment that serves them best.

WEEKLY REFLECTION

What type of work did I do best this week?

Which days/locations gave me the most energy?

What one thing would make next week better?

Am I protecting my deep focus time?