

FOCUSED
TEN HOUR
DAY PLANNER

#	HR	FOCUS	BREAK
1	7am	<i>Morning Routine</i>	
2	8am	<i>Blog Post</i>	<i>Email</i>
3		↓	
4	10am	<i>Podcast</i>	
5		↓	<i>Social Media</i>
6	Noon	<i>Lunch Meeting</i>	
7		↓	
8	2pm	<i>Fiction Writing</i>	
9		↓	
10	4pm	<i>Client Meeting</i>	<i>Email</i>