

Travis Ideal Schedule

	M	T	W	Th	F
9 AM	Creative Work	Creative Work	Creative Work	Creative Work	Creative Work
10 AM	Creative Work	Creative Work	Creative Work	Creative Work	Creative Work
11 AM	Team Work + Team Meetings	Team Work + Team Meetings	Team Work + Team Meetings	Team Work + Team Meetings	Team Work + Team Meetings
12 PM	Lunch + Dog Walk	Lunch + Dog Walk	Lunch + Dog Walk	Lunch + Dog Walk	Lunch + Dog Walk
1 PM	Team Work + Team Meetings	Team Work + Team Meetings	Team Work + Team Meetings	Team Work + Team Meetings	Team Work + Team Meetings
2 PM	One on One Meetings	One on One Meetings	One on One Meetings	One on One Meetings	One on One Meetings
3 PM	Emails + Follow Ups	Emails + Follow Ups	Emails + Follow Ups	Emails + Follow Ups	Emails + Follow Ups
4 PM	Creative Work	Creative Work	Creative Work	Creative Work	Creative Work

Ideal Schedule Tips for Travis

More than 3-4 hours of meetings in a day really drains me	I need half my day for individual creative and strategic work	I do my best creative work earlier in the day
I try not to check email or slack before 11am	I try not to write emails longer than 5 sentences	I prefer not to check email after 4pm or on weekends