

Vathalla

BUSINESS SOLUTIONS

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00					Double Activity Day	Team Meeting-60 min.	
:30		Daily Kick Start-Directs Daily Kick Start-Team 15 min each	Daily Kick Start-Directs Daily Kick Start-Team 15 min each	Daily Kick Start-Directs Daily Kick Start-Team 15 min each	Daily Kick Start-Directs Daily Kick Start-Team 15 min each		Daily Kick Start-Directs Daily Kick Start-Team 15 min each
9:00			Strategic Planning Time- 90 min.		Communicate Next Weeks Business Priorities	Feedback Moments- 120 min.	
:30				Strategic Planning Time- 90 min			Feedback Moments- 180 min.
10:00							
:30							
11:00							
:30							
12:00		Lunch-60 min.	Lunch-60 min.	Lunch-60 min.	Networking Lunch	Lunch-60 min.	
:30							
1:00		Feedback Moments- 60 Minutes	Feedback Moments- 60 Minutes	Feedback Moments- 60 Minutes	Feedback Moments- 60 Minutes	Feedback Moments- 60 Minutes	
:30							Clerical Work- 90 min.
2:00			Employee 3-1:1				
:30			Employee 4-1:1				
3:00		Employee 1-1:1					
:30		Employee 2-1:1	Employee 5-1:1		1:1 with my boss		
4:00							
:30		Daily Exit-15 Minutes	Daily Exit-15 Minutes	Daily Exit-15 Minutes	Daily Exit-15 Minutes	Daily Exit-15 Minutes	Daily Exit-15 Minutes
5:00							
:30							
6:00							

Effective Manager Calendar