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Calendar Hack

get the most from 👉 day
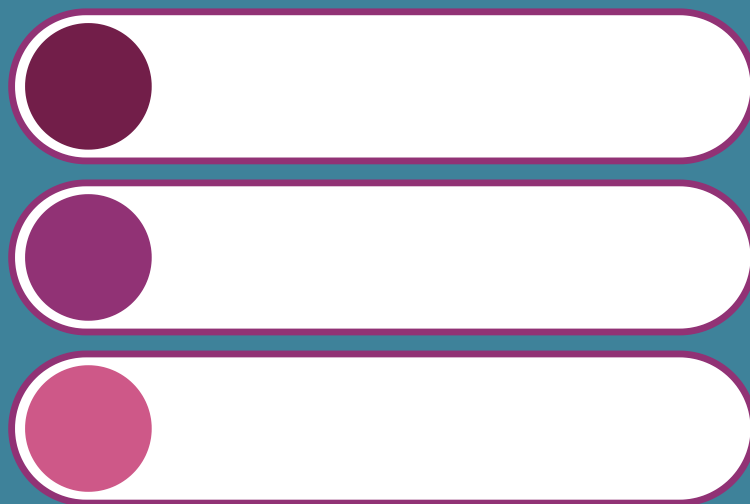
4 Easy Steps!

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1

Gather all tasks you do now And want to do

Make a side-note or list; think of new tasks you wish you could accomplish if you had more time

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2

Copy the following Prompt
Edit with your schedule

Edit with details and how your day

and reoccurring items work

Mention other events

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3

Copy and Edit

Help me reschedule my weekly tasks to optimize my time, reduce overburden, and leave room for daily events. Below are my requirements:

-Item A: Always scheduled on Monday at 9 AM.

-Item B: Two sessions per week, spaced out between days.

-Item C: Three sessions per week, ideally after lunch (12-1 PM break).

-Item D: One 30-minute session per day before the end of the workday (EOD).

-Item E: One meeting at the end of the week.

Additional Parameters:

-I begin working at 9 AM, take lunch from 12-1 PM, and leave at 5 PM.

-The best days, time intervals, and task distribution are critical.

-Please provide five weekly schedule options in 7-column tables to simulate a typical workweek calendar.

-Rank the proposed schedules and explain why each was ranked that way.

-Consider task priority, balancing mental energy, and variety.

-If adjustments to task durations are beneficial, include those recommendations.

Then ⟶ Paste into your favorite AI assistant

Example Result

Schedule 1 (Ranked #1 – Balanced for Focus and Mental Energy)

Day	9 AM	10 AM - 12 PM	12-1 PM (Lunch)	1 PM - 3 PM	3 PM - 4:30 PM	4:30 PM - EOD
Monday	Item A	Deep work	Break	Item C (Task 1)	General work	Item D
Tuesday	General work	General work	Break	Item C (Task 2)	Item B (Task 1)	Item D
Wednesday	Deep work	General work	Break	Admin tasks	General work	Item D
Thursday	General work	Item B (Task 2)	Break	Item C (Task 3)	General work	Item D
Friday	Admin tasks	General work	Break	Meeting (Item E)	Wrap-up tasks	Item D
Saturday	----	----	----	Personal growth	----	----
Sunday	----	----	----	Reflection	----	----

AI Reasoning for Schedule 1:

- Balanced placement of cognitively demanding tasks (Item A and Item Cs) after lunch, when energy might dip.

- Spaced out Item Bs to avoid back-to-back intensity on any given day.

- Daily inclusion of Item D encourages consistent task tracking without overwhelming the user.

- End-of-week meeting (Item E) for reflection and next-week planning.

- Includes room for administrative tasks and general catch-up work.

Schedule 2 (Ranked #2 – Focus on Creative Flow)

Day	9 AM	10 AM - 12 PM	12-1 PM (Lunch)	1 PM - 3 PM	3 PM - 4:30 PM	4:30 PM - EOD
Monday	Item A	Creative	Break	Item C (Task	General	Item D

💭 Forget something? Reply, *"I forgot to mention ABC, please revise this for XYZ."*

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