

	MONDAY In-Office	TUESDAY COIs before 1:00pm Remote in the afternoon	WEDNESDAY In-Office & COIs before 11:00am	THURSDAY Remote	FRIDAY Flex	
	DAY TYPE	DAY TYPE	DAY TYPE	DAY TYPE	DAY TYPE	
5:00	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	5:00
5:30	Workout	Workout	Workout	Workout	Workout	5:30
6:00	Workout	Workout	Workout	Workout	Workout	6:00
6:30	Get Ready for Day	Get Ready for Day	Get Ready for Day	Get Ready for Day	Get Ready for Day	6:30
7:00	Present with Kids & School Drop Off	Present with Kids & School Drop Off	Present with Kids & School Drop Off	Present with Kids & School Drop Off	Present with Kids & School Drop Off	7:00
7:30	Present with Kids & School Drop Off	Present with Kids & School Drop Off	Present with Kids & School Drop Off	Present with Kids & School Drop Off	Present with Kids & School Drop Off	7:30
8:00	Present with Kids & School Drop Off	Present with Kids & School Drop Off	Present with Kids & School Drop Off	Present with Kids & School Drop Off	Present with Kids & School Drop Off	8:00
8:30	Transition into Work 3 Goals	Transition into Work 3 Goals	Transition into Work 3 Goals	Transition into Work 3 Goals	<b>FLEX FRIDAY</b>	8:30
9:00	Leadership Meeting or Strategist Meeting	COI MEETING	COI MASTERMINDS	Remote Huddle		9:00
9:30	Leadership Meeting or Strategist Meeting	COI MEETING	COI MASTERMINDS	Remote Huddle		9:30
10:00	All Company	Buffer	Travel/Buffer	GROWTH & STRATEGY Interviews/guest seats, partner meetings, leadership off-sites, build, JM& TC 1 day per month, review, implement marketing and growth opportunities		10:00
10:30	Buffer	COI MEETING	123: RK, CS, & TC			10:30
11:00	Limitless Coaching or BD Meeting	Buffer	123: Growth & Ops JM, RK, & TC			11:00
11:30		Buffer	123: Growth & Ops JM, RK, & TC			11:30
12:00	Office Hours	ENTREPRENEUR LUNCH	Buffer/Lunch			12:00
12:30		ENTREPRENEUR LUNCH	Buffer/Lunch			12:30
1:00		ENTREPRENEUR LUNCH	Buffer/Lunch			1:00
1:30		ENTREPRENEUR LUNCH	Buffer/Lunch		1:30	
2:00	Buffer	OPEN TIME TO CATCH UP OR INTERVIEW	MARKETING Record Podcasts, Record Videos, Create Content, Setup Meetings,		2:00	
2:30	Buffer				2:30	
3:00	121 Charissa & Tiffany			121: Charissa & Tiffany	3:00	
3:30	121 Charissa & Tiffany	121: Charissa & Tiffany	121: Charissa & Tiffany	3:30		
4:00	No Meetings Daily Wrap Up	No Meetings Daily Wrap Up	No Meetings Daily Wrap Up	No Meetings Daily Wrap Up	4:00	
4:30	No Meetings Daily Wrap Up	No Meetings Daily Wrap Up	No Meetings Daily Wrap Up	No Meetings Daily Wrap Up	4:30	
Exceptions to shift schedule:						
1. Approved Events						
2. Big Opportunity - interview, award, event, etc...						
3. Office Hours will vary at times due to coaching or Limitless commitments. I foresee at least 6 hours a month devoted to Office Hours						