# Hybrid Schedule Considerations

Designing a work week that actually works for you!

## Clarify Your Needs

- What are your top priorities this week?
- What requires collaboration?
- What requires deep focus?
- What are your personal responsibilities?

## Task = Location

- Office days: meetings + connection
- Home days: focused work
- Adjust for project-heavy weeks
- Factor in travel needs

## Know Your Workstyle

- Do you thrive around others?
- Do you do best in quiet environments?
- Where are you most productive?
- When are you most productive?

## Create a Rhythm

- Have consistent office and remote days
- Block focus time on your calendar
- Communicate your schedule clearly
- Be intentional with your schedule

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