

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30				Team Time	
9:00	Pow Wow	Emails/calls	Emails/calls	Emails/calls	Bubble Time
9:30	Meetings, calls & emails	Bubble time	Bubble time	Meetings, calls & emails	
10:00					
10:30					
11:00					
11:45	Pow Wow	Pow Wow	Pow Wow		
12:00	Lunch	Lunch	Lunch	Lunch	
12:30	Emails/calls	Emails/calls	Team Time	Emails/calls	
1:00					
1:30	Bubble Time	Meetings, calls & emails	Meetings, calls & emails	Bubble Time	All Day
2:00					
2:30					
3:00					
3:30					
4:00					
4:30 5:00	Emails/calls	Emails/calls	Emails/calls	Emails/calls	