



Hi!



Senior Staff Product Designer



Much Leadership

Senior Staff Product Designer



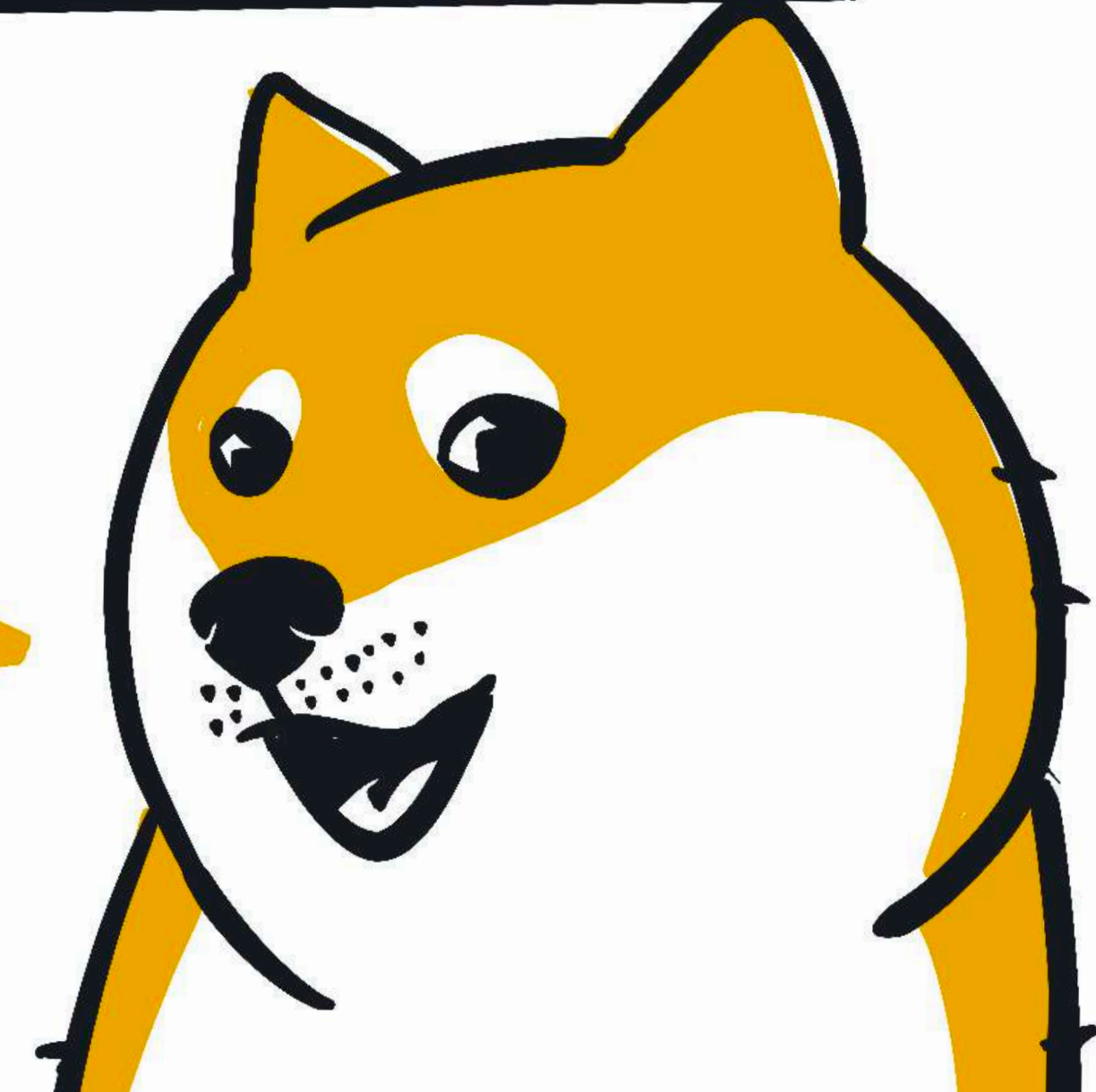
Senior Staff Product Designer

Much Craft



Senior Staff Product Designer

**MUCH
WOW**



LEADERSHIP vs CRAFT







SUN

MON

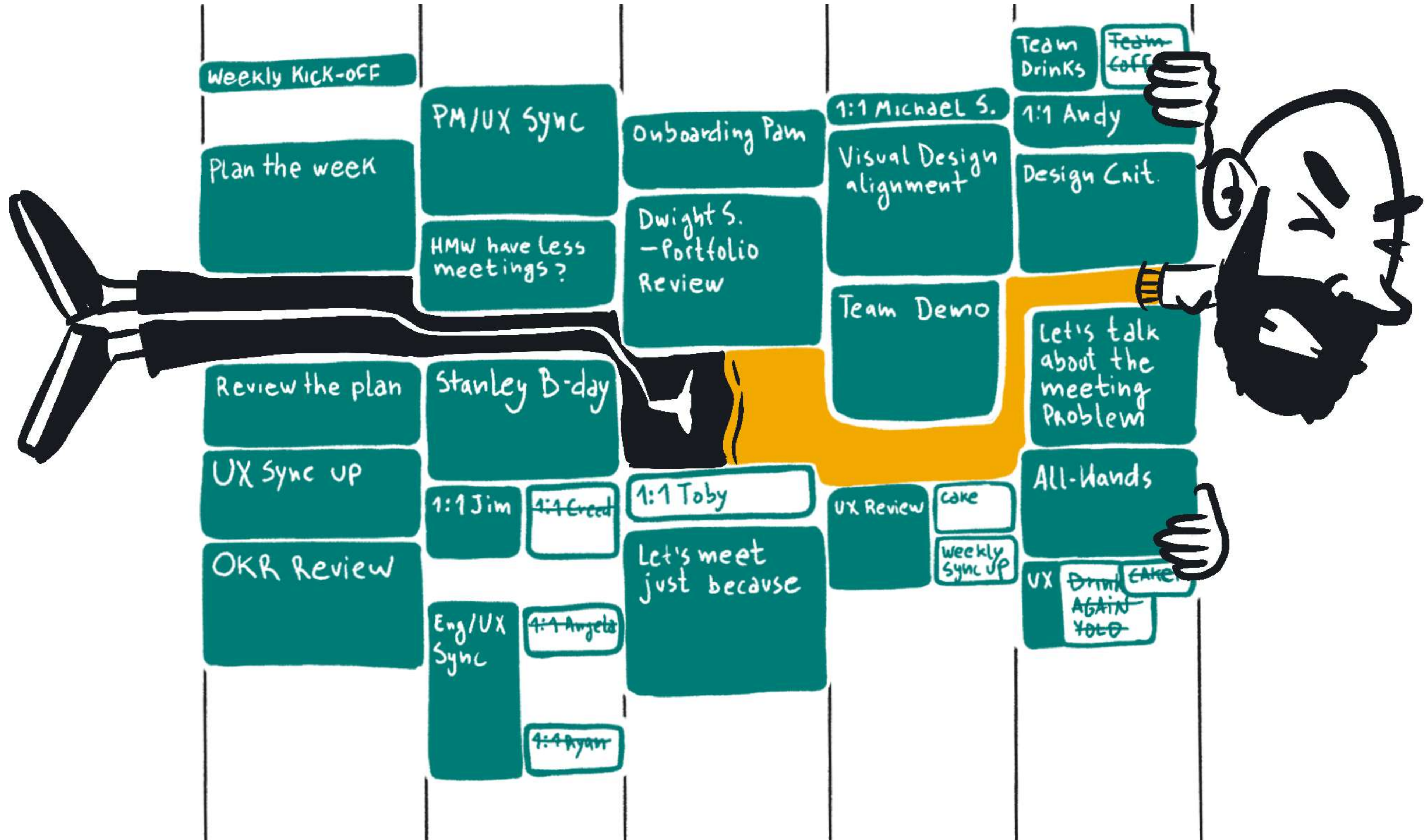
TUE

WED

THU

FRI

SAT















1



2

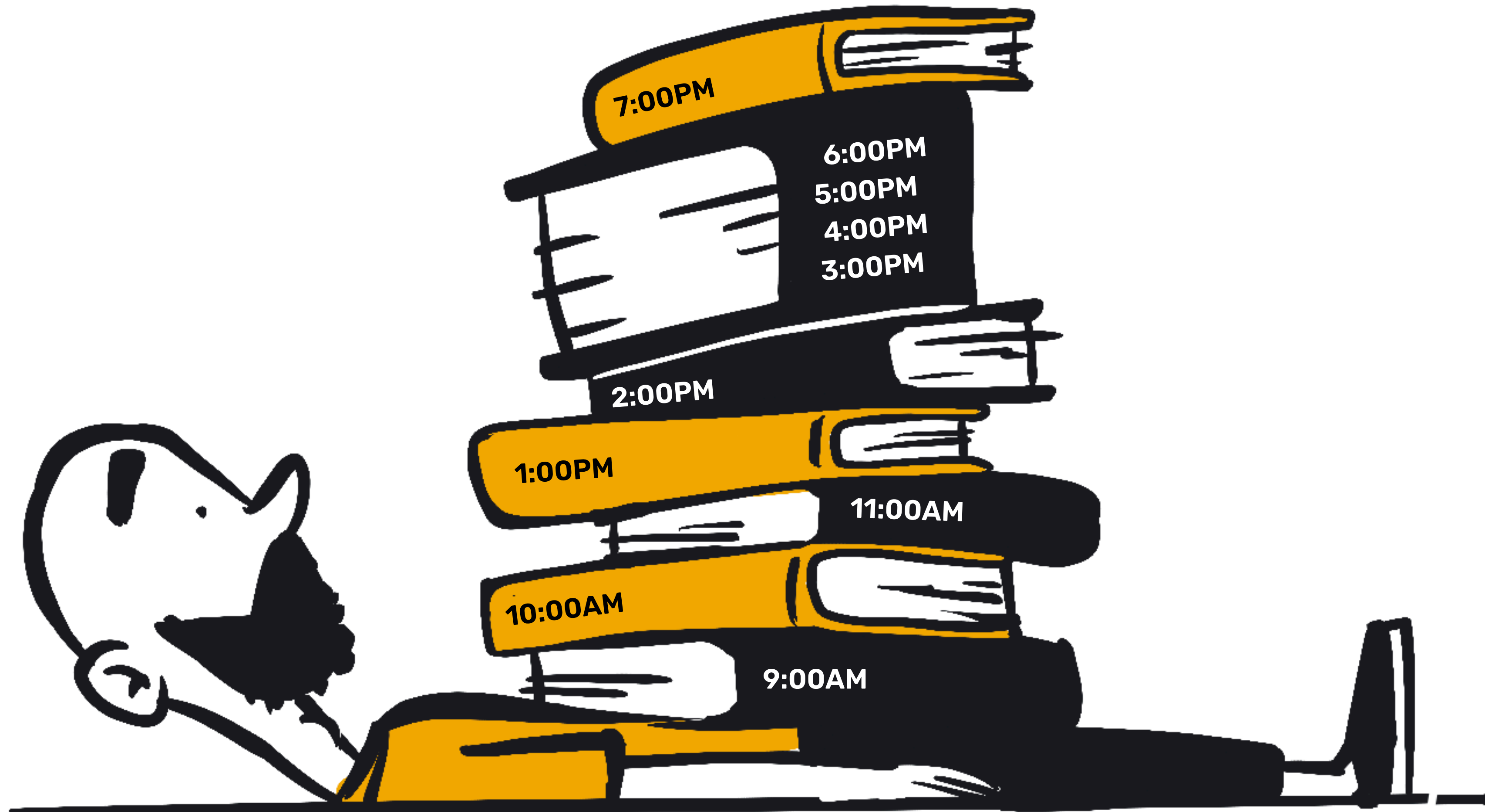


1

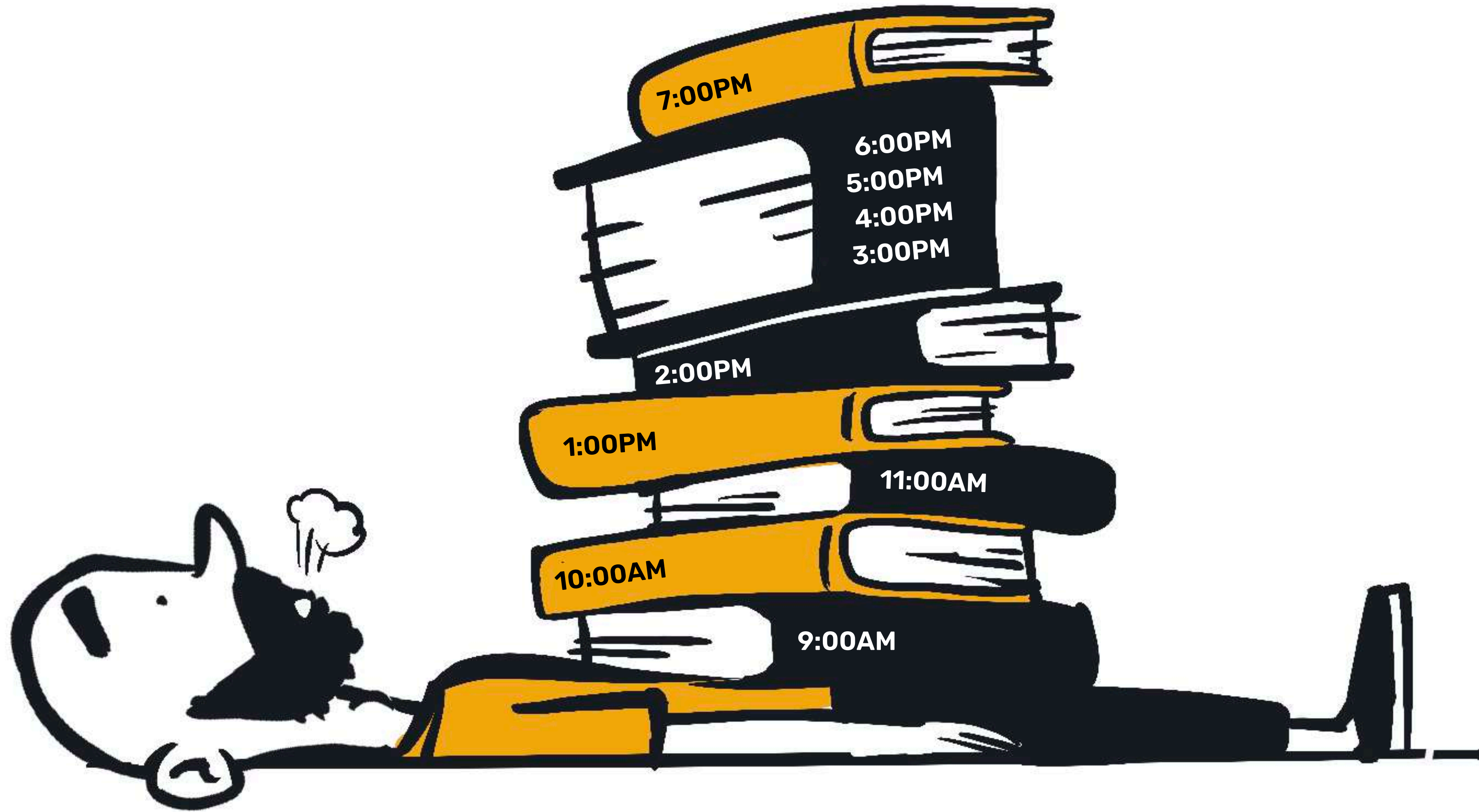


2











CALENDAR

Team Meeting

Today Wed 2:00 - 4:00 PM



ACCEPT

DECLINE

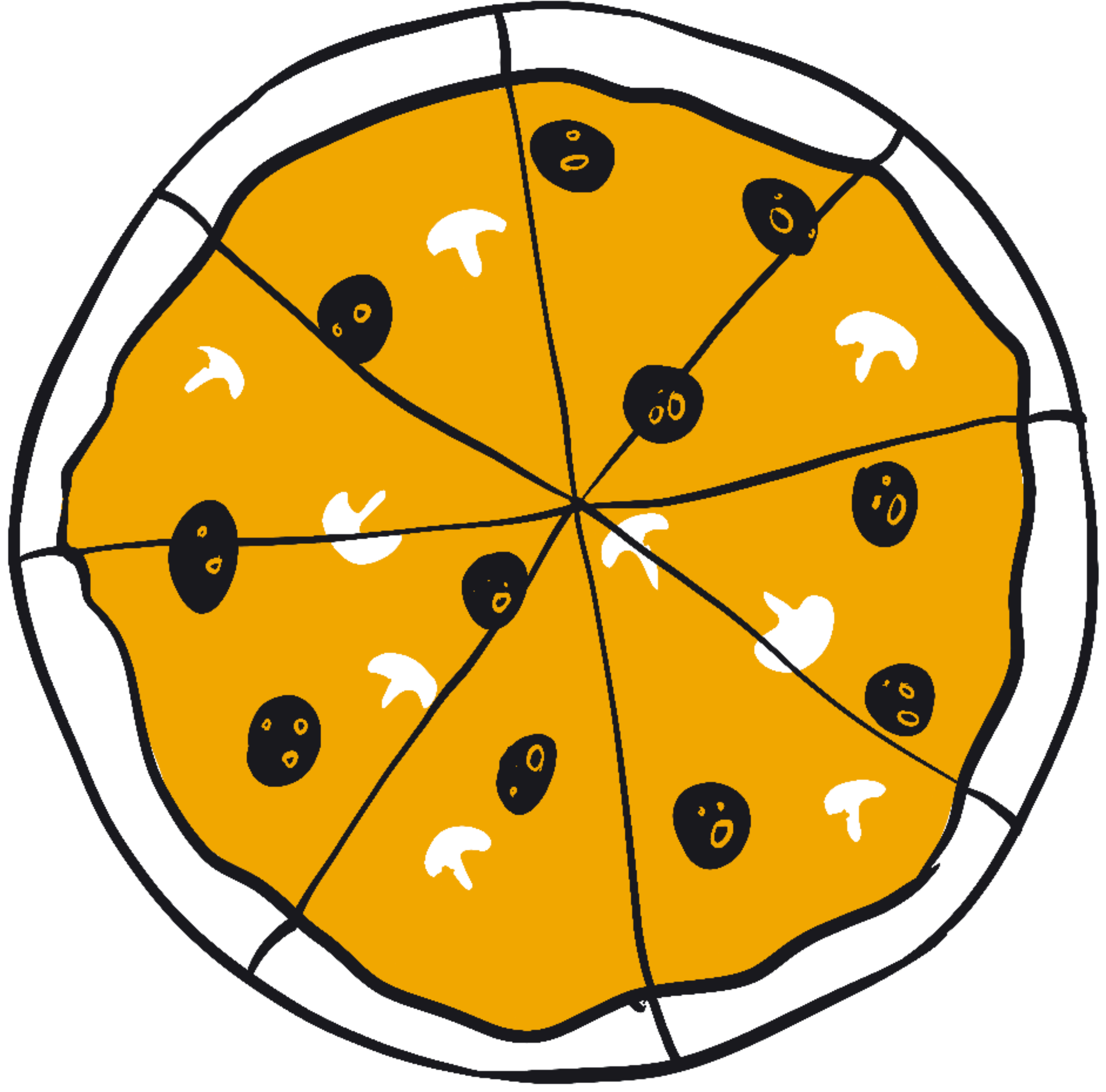


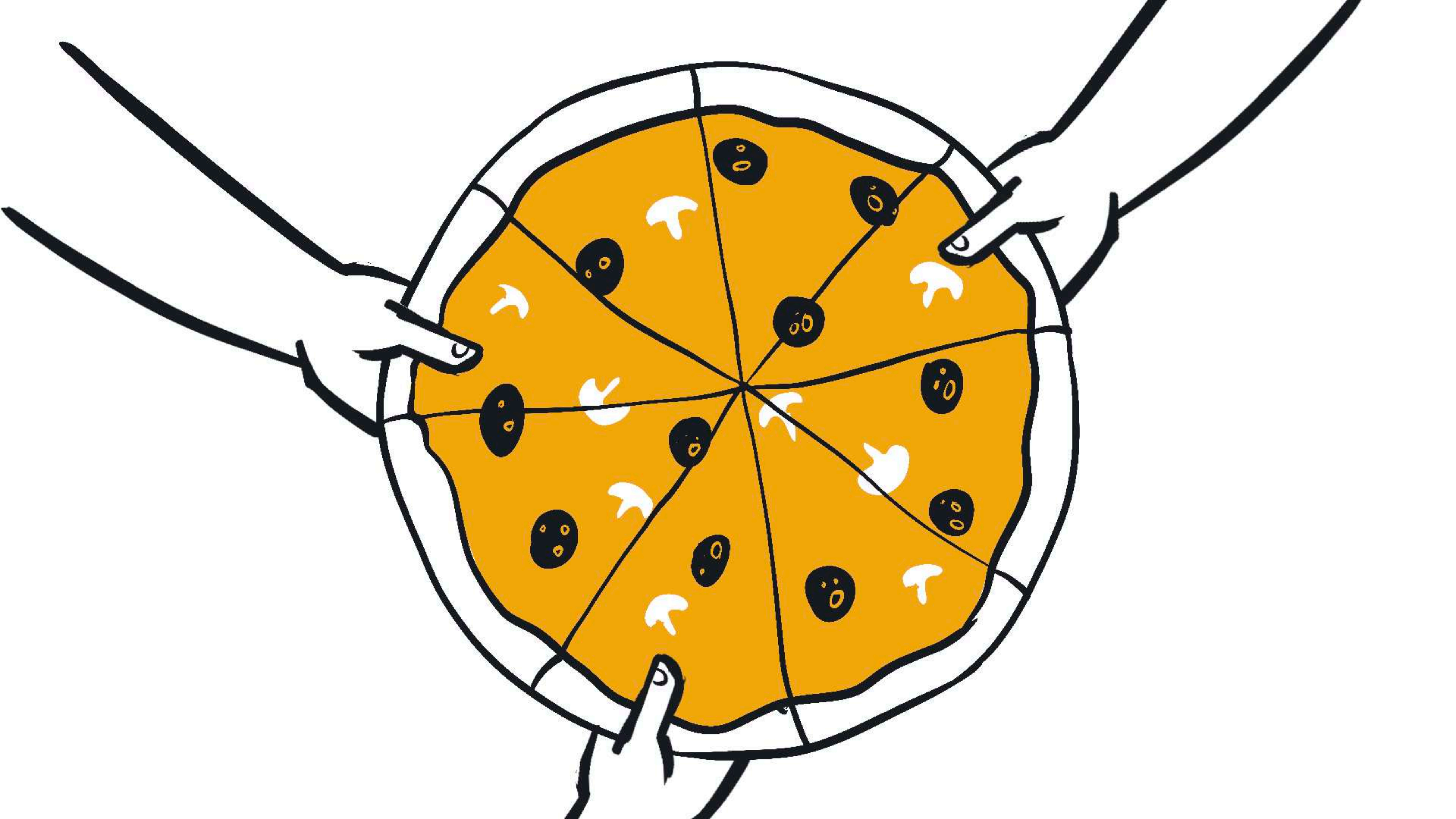
MANAGERS

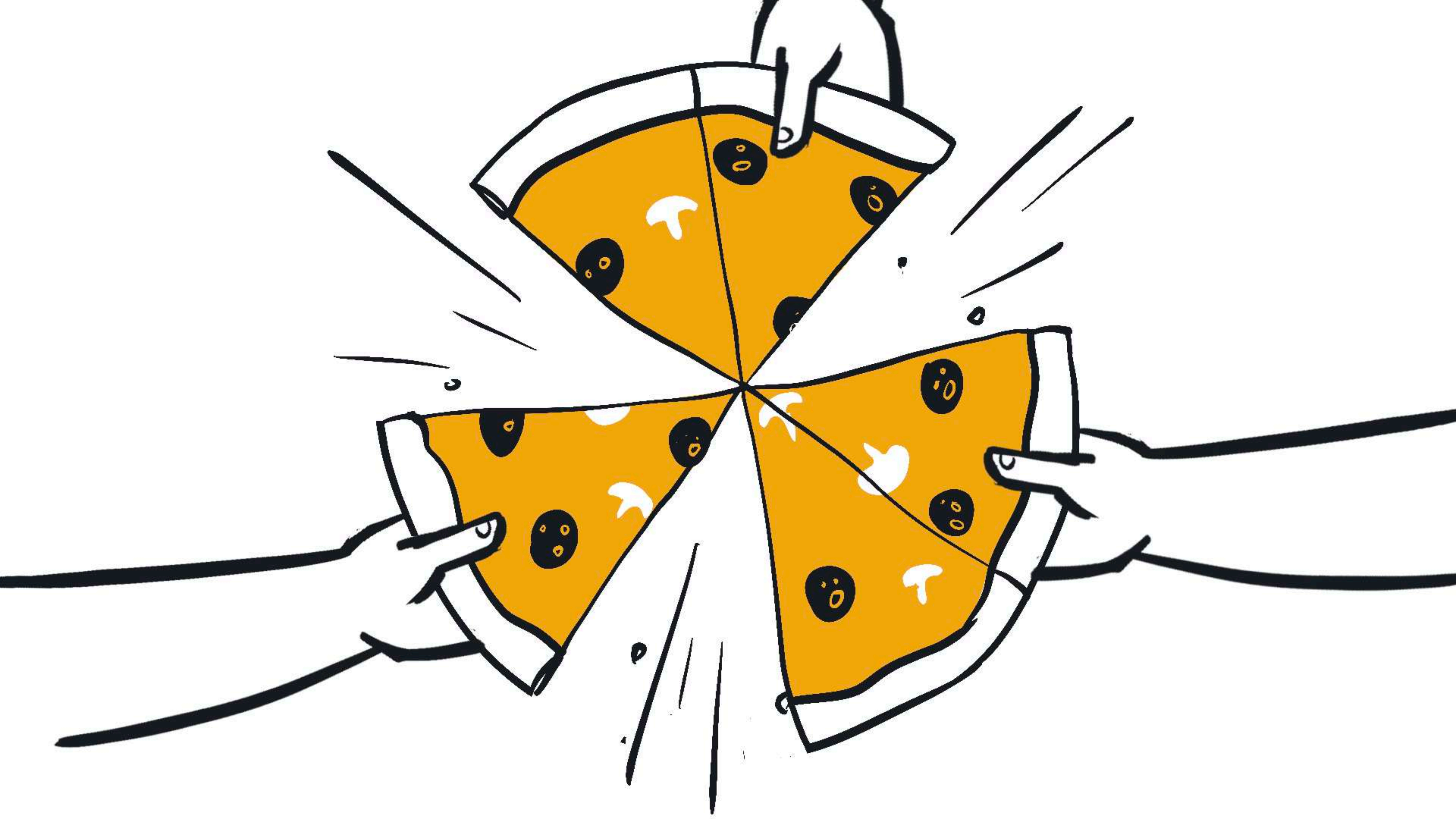
MANAGERS

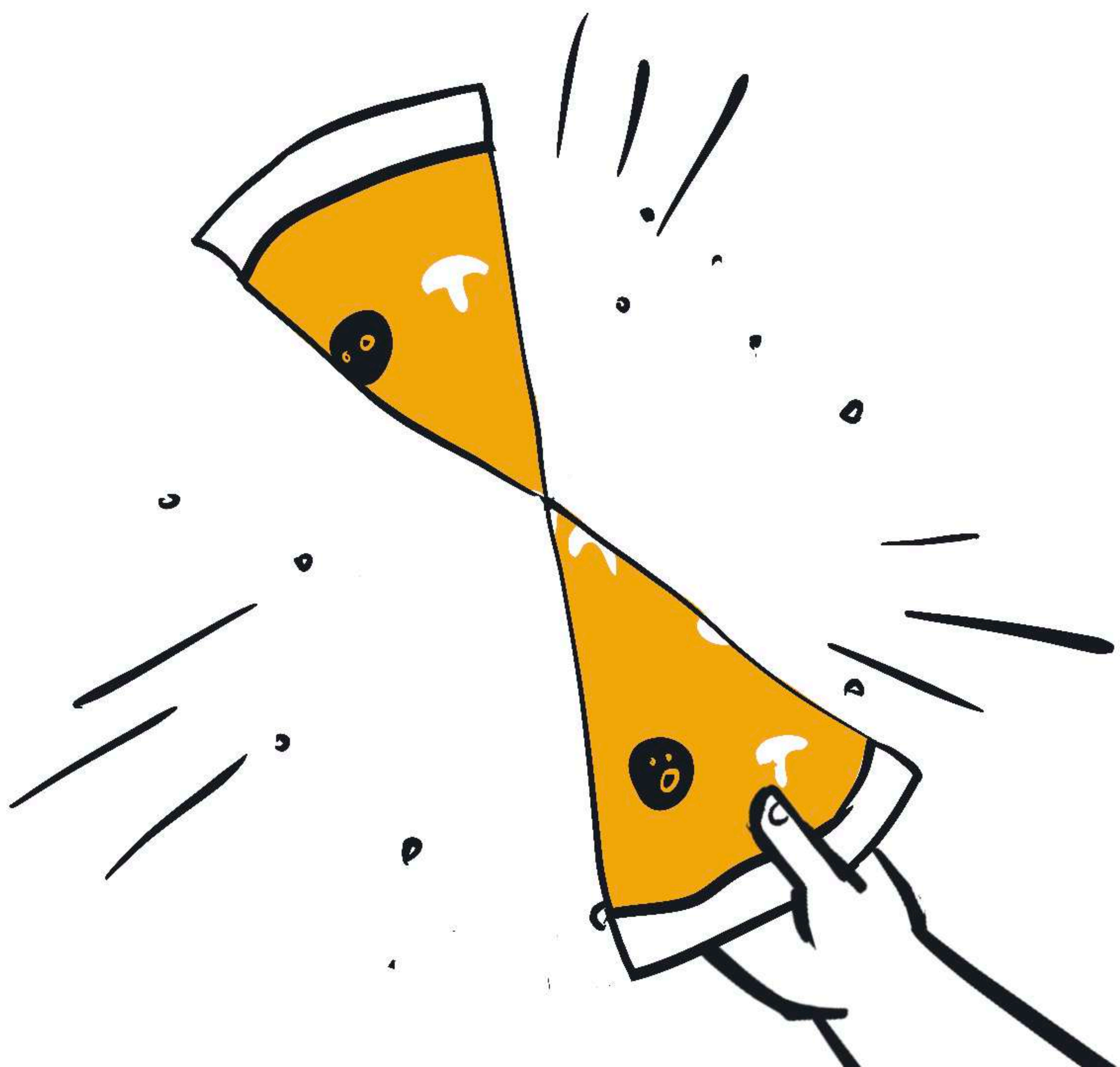


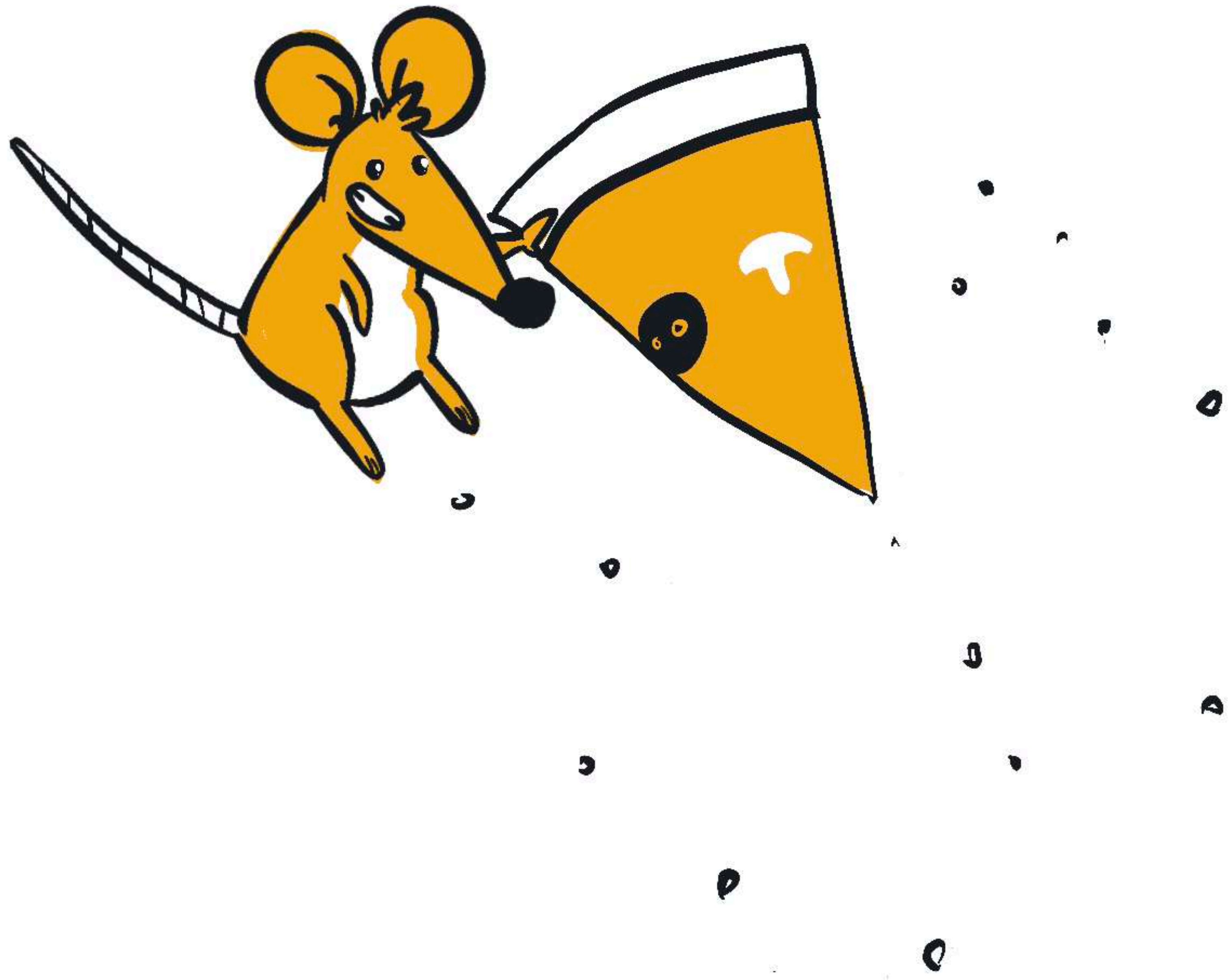
**IT'S ON
YOU**









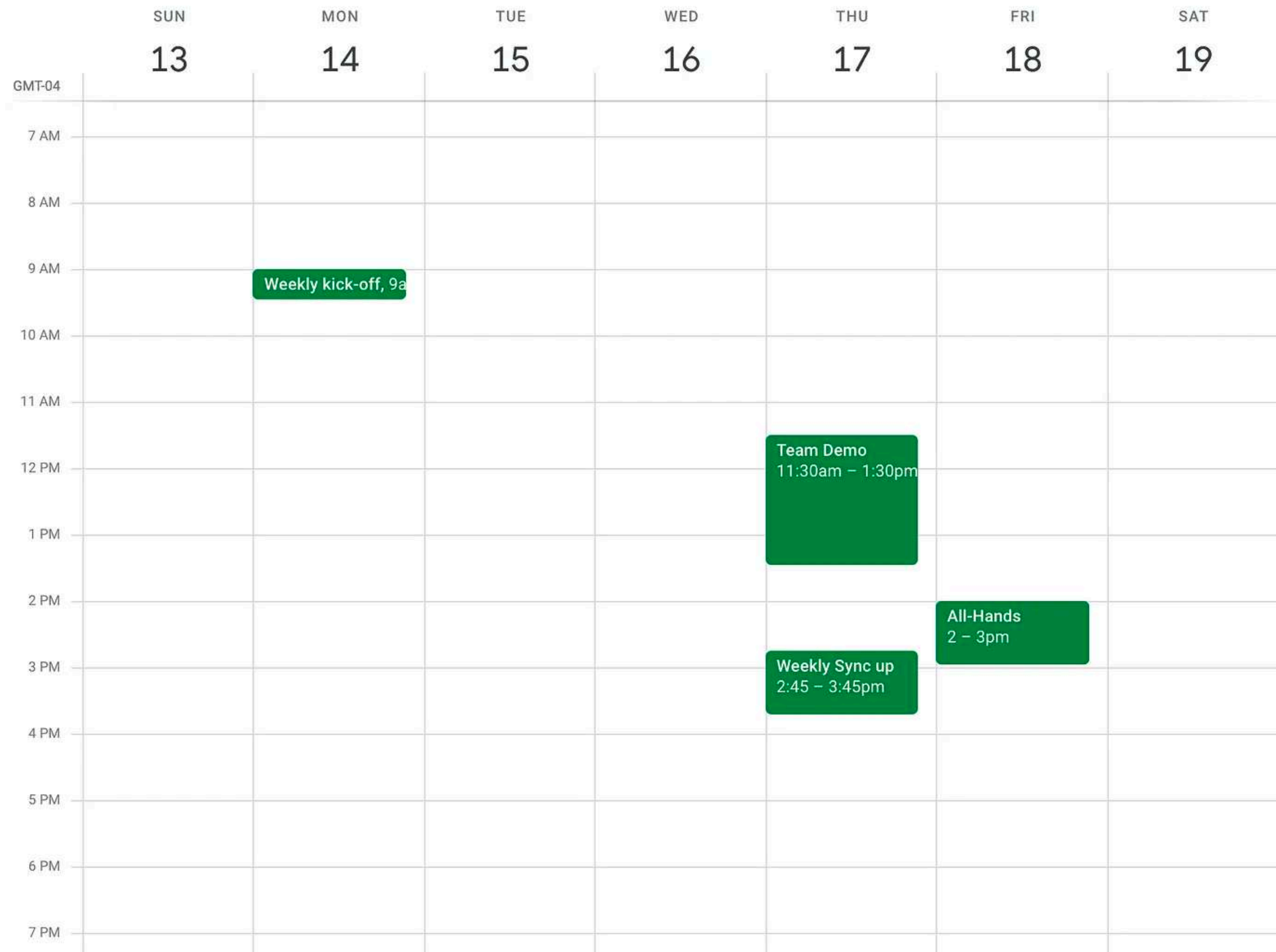


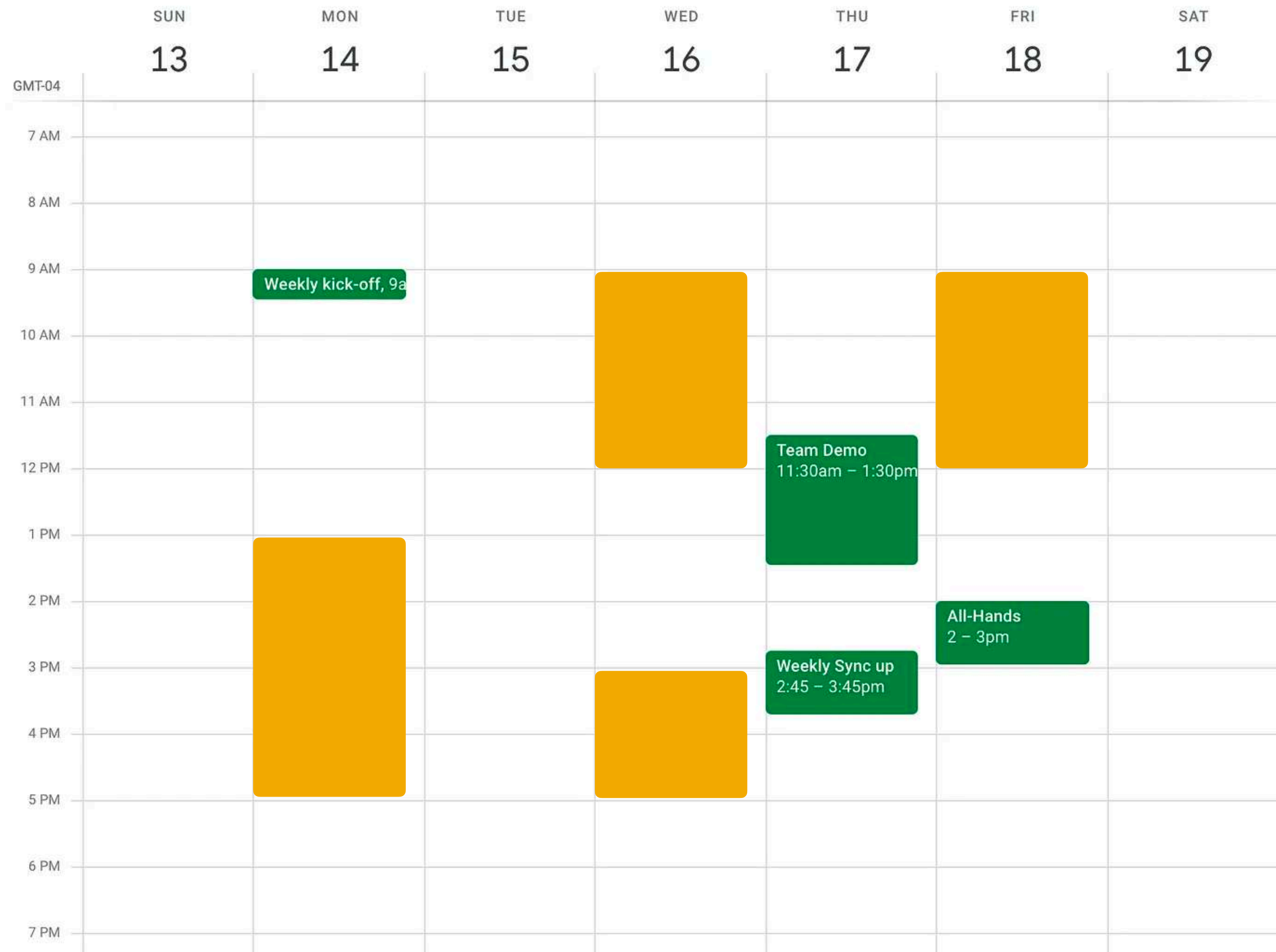


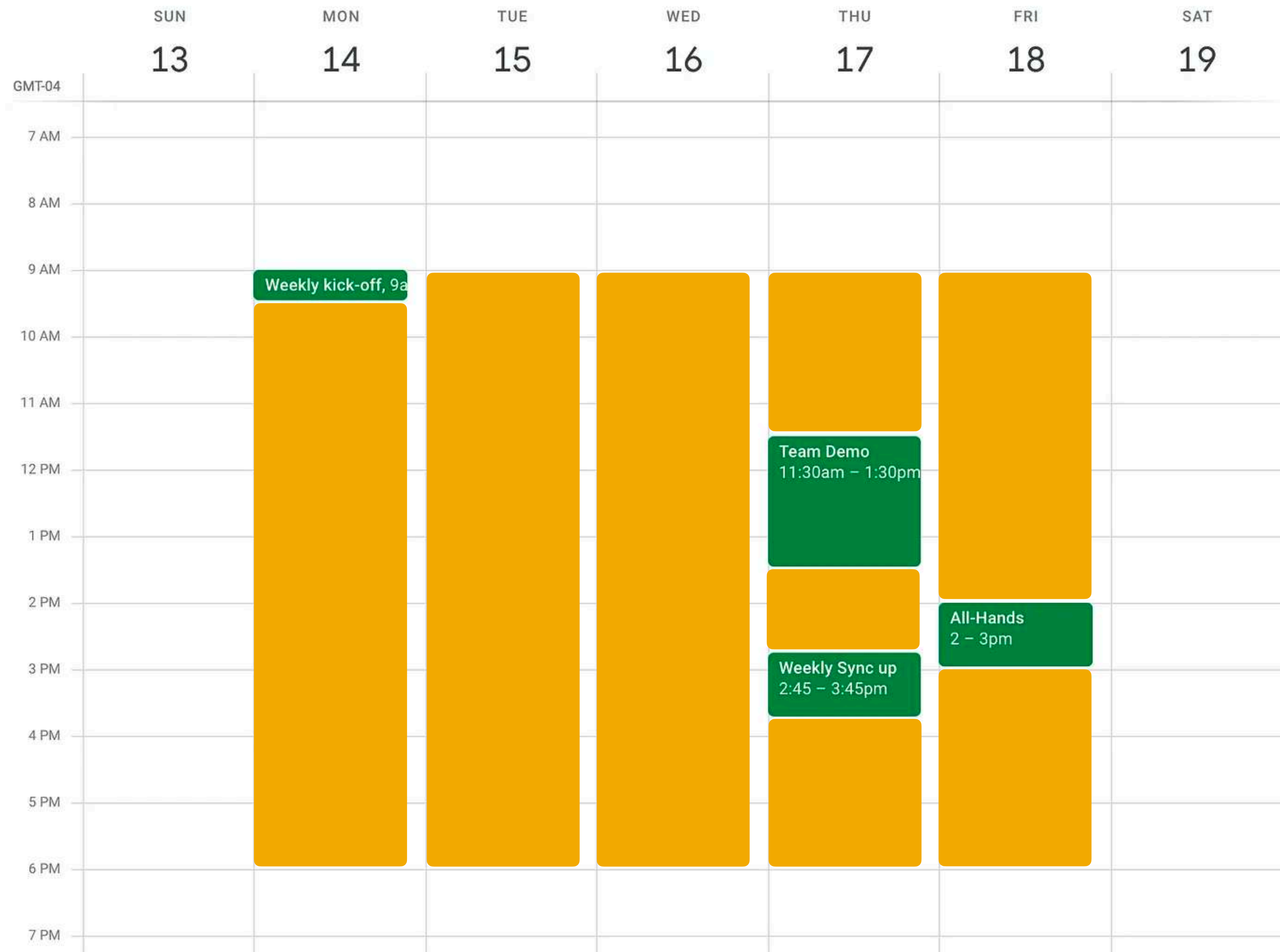
7 TIPS!

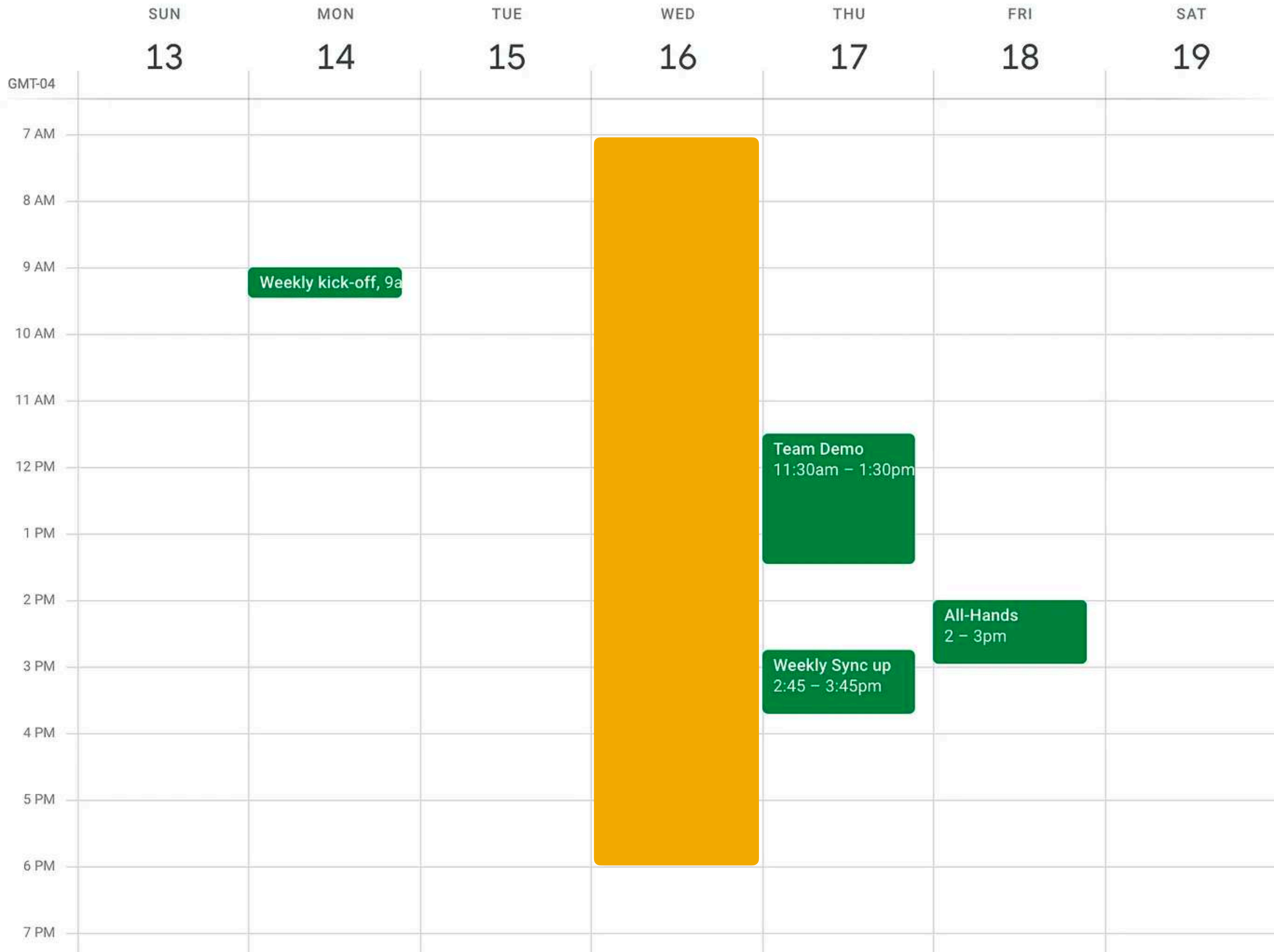
BLOCK YOUR CALENDAR











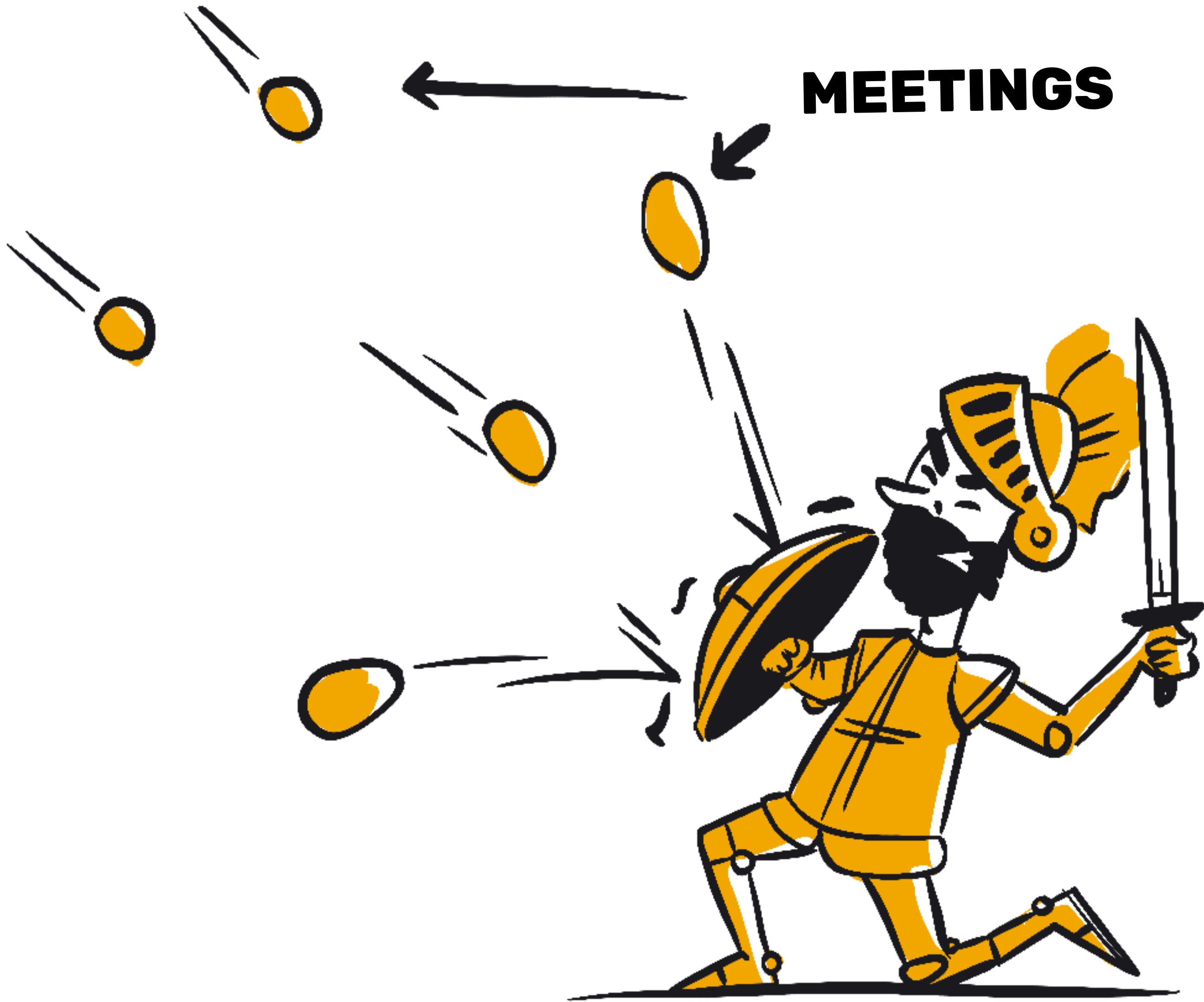


Order Dog APP 12:00 PM

We get it - an open Wednesday in the calendar makes it SO tempting to book a meeting. But we consider ourselves the unofficial protector of maker time, so we're checking in to see if this meeting is mission-critical. If not, we encourage you to move it to another day. (While you're here, here's a few tips on holding better meetings:

<https://vault.shopify.com/Culture/Meetings-Principles>)

MEETINGS



**DON'T BE
AFRAID TO
DECLINE
MEETINGS**



**NOT ALL MEETINGS
BELONG HERE**





PROPOSE

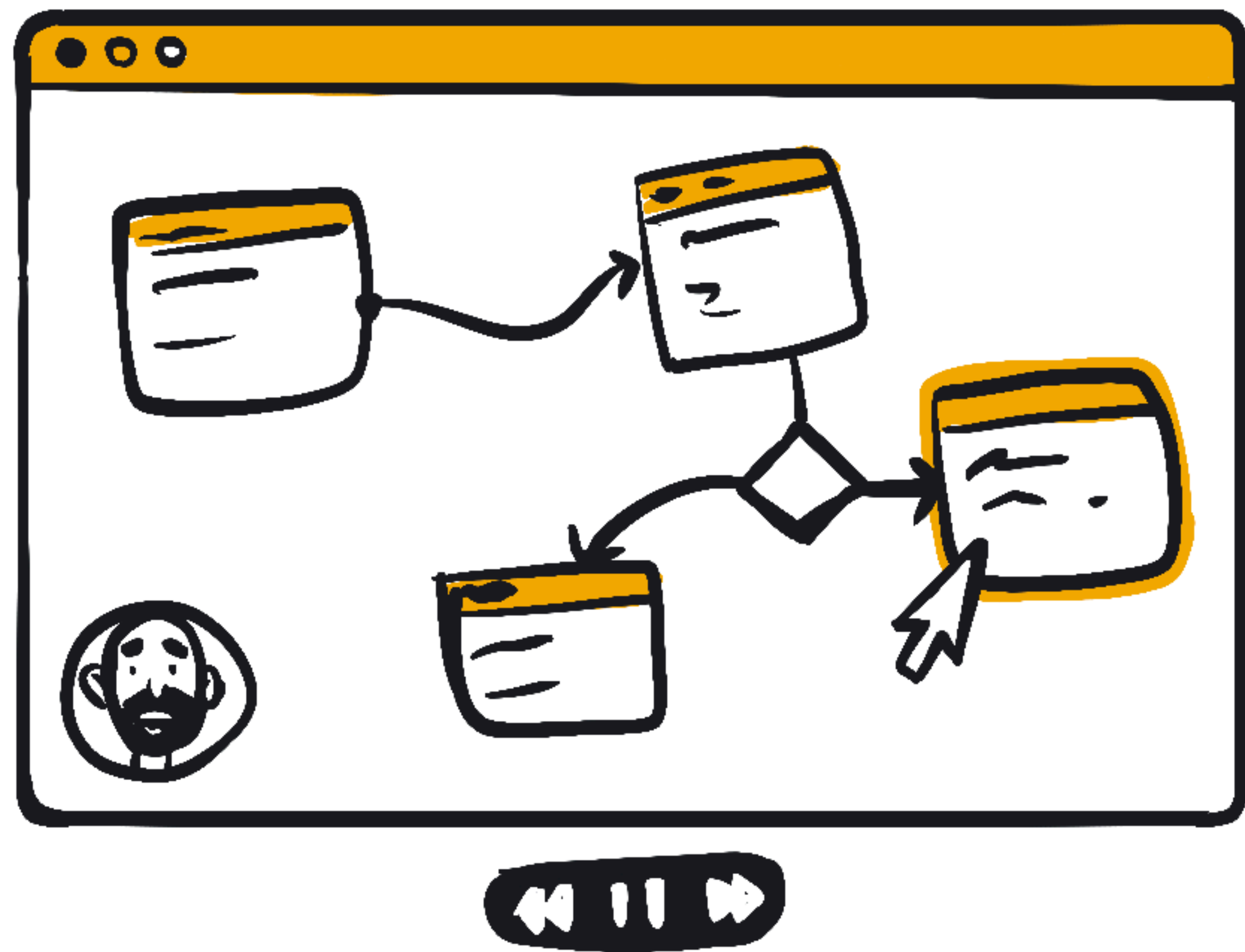
A NEW TIME

**DON'T
DEFAULT
TO WEEKLY**











DON'T START BY SCROLLING





FOMO?

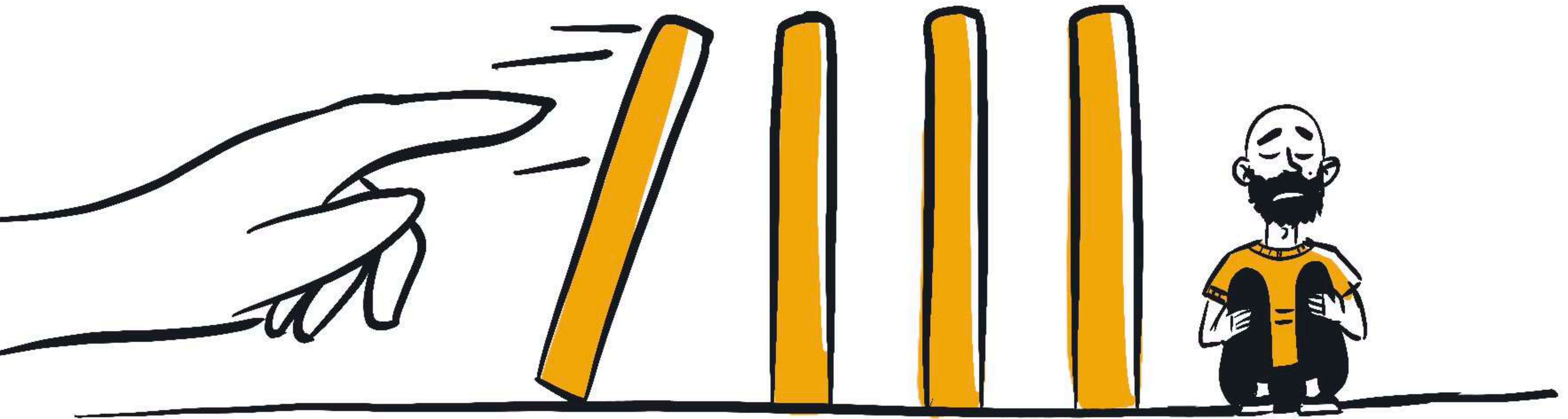
Fear of missing out?



VALUE

YOU TIME





TAKE

BREAKS





Popular

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The Atlantic

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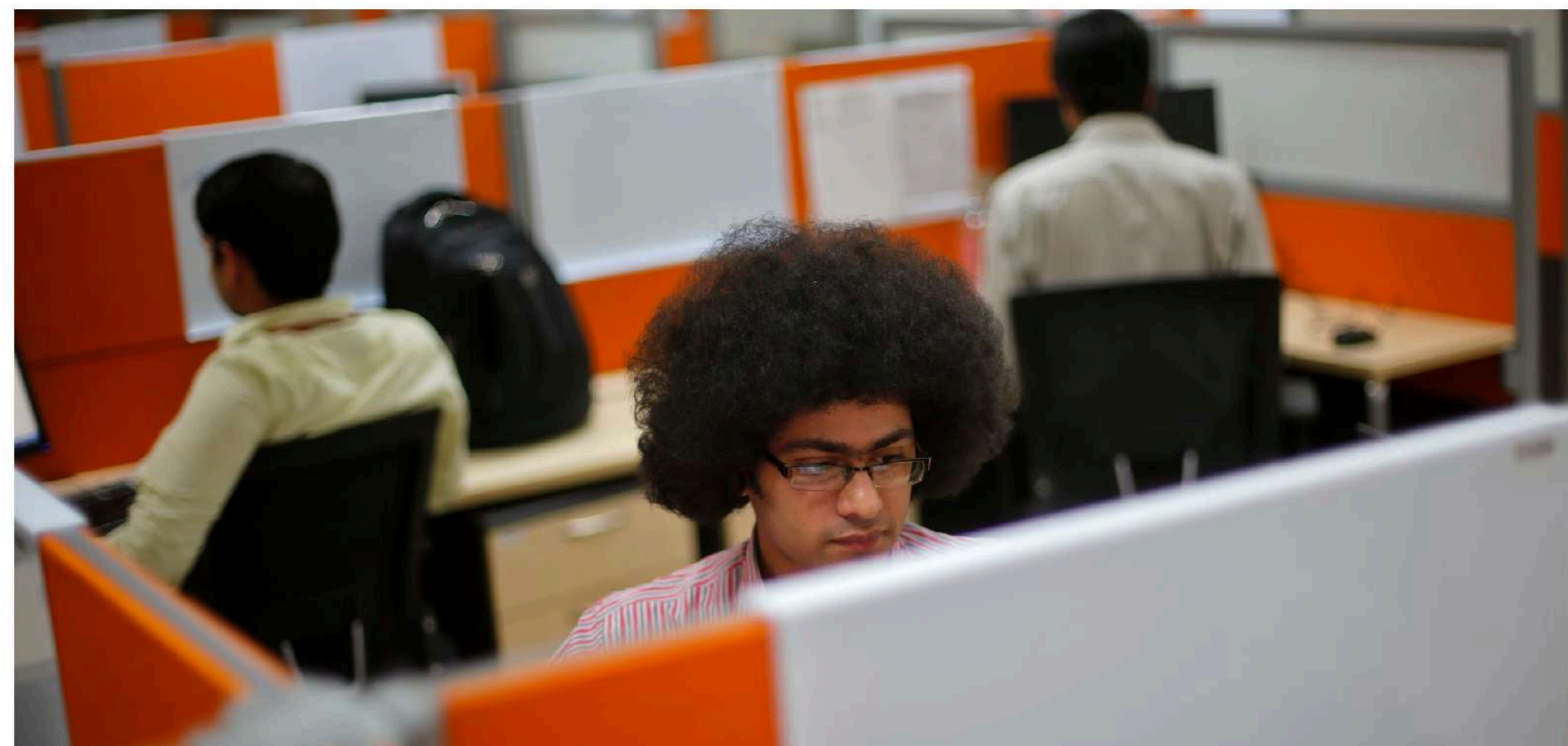
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BUSINESS

A Formula for Perfect Productivity: Work for 52 Minutes, Break for 17

Finally, social scientists suggest a precise time for mid-afternoon coffee runs.

By Derek Thompson









#1 Block your calendar

#2 Decline useless meetings

#3 Propose a new time

#4 Don't default to weekly

#5 Don't start by scrolling

#6 Value your time

#7 Take breaks







LOVING YOUR JOB

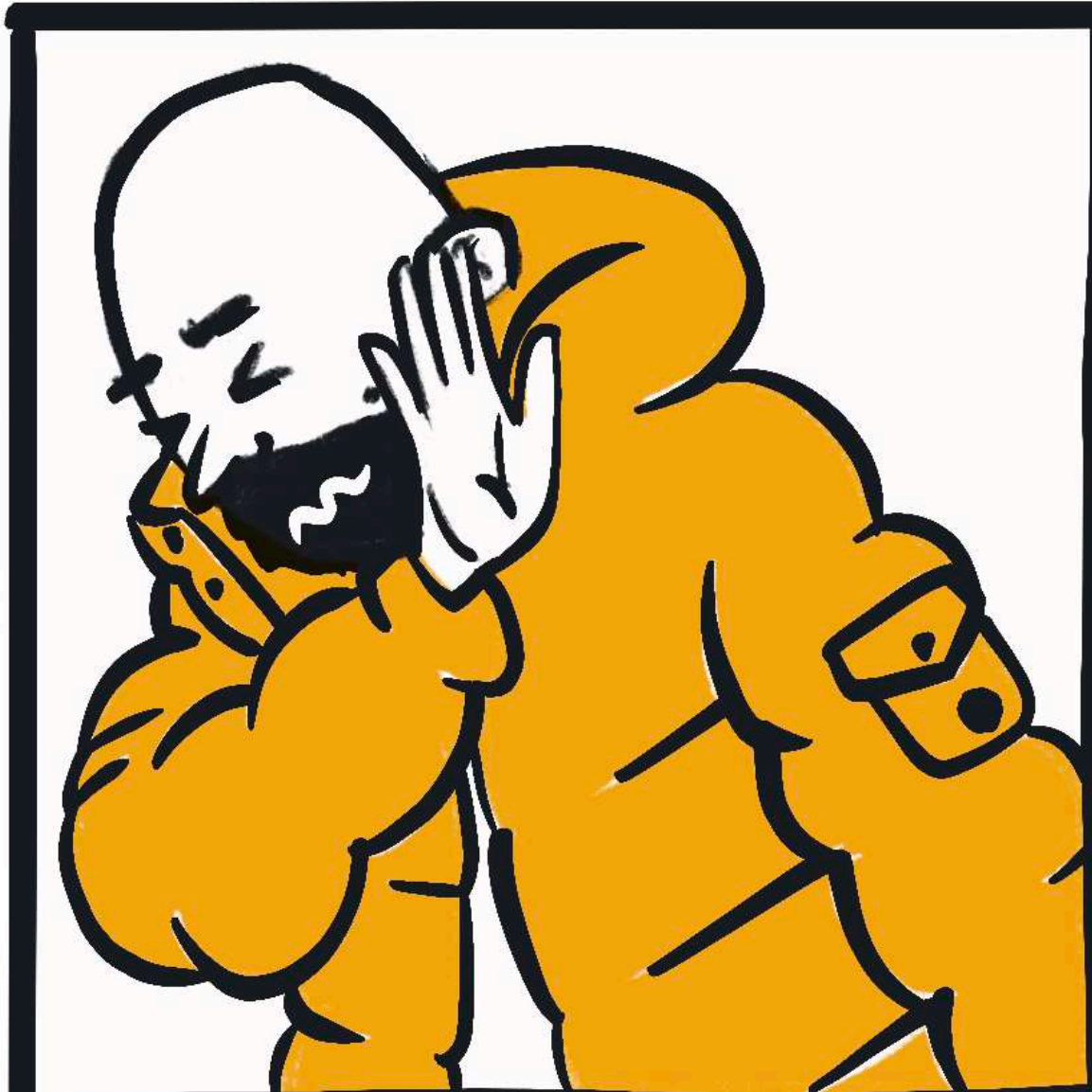
DOESN'T MEAN

YOU HAVE TO DO IT 24/7









**WORK
TO
LIVE**



**LIVE
TO
WORK**



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