## Calendar reminders

 $Tom\ Rochette < tom.rochette@coreteks.org >$ 

July 24, 2025 - e5cdb84b

## Daily

- 15m to document
- 1h lunch

## Weekly

- 30m 1:1 with coworkers I work with on a daily basis
- 30m 1:1 with my manager
- 2 1h for continuous learning