



Emily is a busy product manager with Able Marketing Consultants. She is responsible for making sure global marketing campaigns are launching on time and on budget for her clients.

## 8.00 AM

Emily opens her [Briefing email from Microsoft Viva](#), which helps her prepare for the day's meetings, stay on top of tasks, and be intentional about setting aside time for focused work and breaks.

## 8.25 AM

From the Viva Insights app in Microsoft Teams, Emily does a 3-minute [Headspace](#) mindfulness exercise before launching into her client virtual meeting.

## 9.30 AM

Emily wraps up the meeting and sends [praise](#) to her co-workers for a successful project kick-off.

## 10:30 AM

Emily has used the briefing email to book daily 15-minute breaks. She uses this time to visit the [inspiration library](#) for tips and best practices for reducing stress and making the most of her workday.

## 12.00 PM

Each day, Emily has her [lunch time](#) protected through Viva Insights and gets a reminder as her lunch hour nears.

## 1:00 PM

Emily's two-hour block of [focus time](#) begins. Viva Insights automatically sets her Teams status to DND and mutes mobile and desktop notifications. She begins uninterrupted work on her marketing campaign summary.

## 3.00 PM

Emily sees in her [Viva Insights Outlook add-in](#) that her strategy meeting tomorrow has low attendance. She updates the day and time to better accommodate the team.

## 3:30 PM

Emily drafts an email to her global partners. She [delays delivery](#) to align to when most of the team will be online and working.

## 4:00 PM

Emily reflects on her work patterns over the past month using her private [digest email](#). She sees a significant reduction in her after-hours work since enrolling in a focus plan. She visits her [personal dashboard](#) for a closer look.

## 4:30 PM

Encouraged by the success of her personal focus plan, Emily invites her virtual team to participate in a [shared focus plan](#). This will encourage the people she works with most closely to create shared productivity habits.

## 4:50 PM

Emily's [virtual commute](#) with Viva Insights begins. She wraps up outstanding tasks and mindfully logs off for the day. Emily's mobile notifications from Teams and Outlook are silenced during her [quiet time](#).