

FJ LABS

Unlocking Productivity: Streamlining Your Days for Passion and Purpose

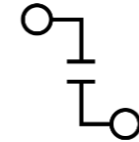
Fabrice Grinda – Playing with Unicorns

General Productivity Tips



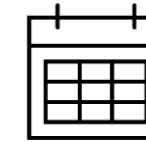
Prioritize the news you read

Spend ~10 minutes per day and avoid sensationalist and irrelevant dribble



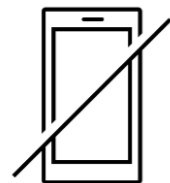
Compartmentalize

Leave work at work and don't think about it in other environments



Deadlines

Self-impose short deadlines to get things done fast with just as much quality



Plan for No-Meeting Days

To avoid distractions and work efficiently on tasks you may not have time to between calls



Limit Meetings

To 30 minutes or less and make sure they have a clear agenda



Quick Decisions

Most wrong decisions are easy to correct one you realize they are wrong



Time Blocking

Set goals for the next day before going to bed with time blocks to track what you're getting done



Notifications

Remove notifications from email and social media to prevent interruptions



Bang For Your Buck

Don't burden yourself with large expenses when you can get more from spending that money on travel and life experiences



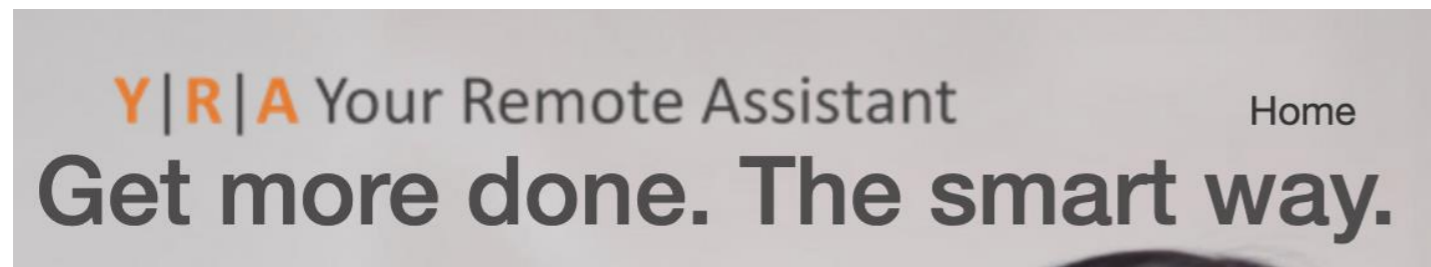
80/20 Rule






Keep 20% of things that you use 80% of the time. You won't miss them otherwise you would be using them more

What's Helped Me The Most
for Productivity: Outsourcing

You may type faster than your assistants, but even if you do it's still more efficient to outsource many tasks to them because you get valuable time back to focus on what you love doing vs what you don't

What we use at FJ:



-  Executive Assistant
-  Sales Support
-  Back Office Support
-  Customer Support
-  Recruiting Services

Other alternatives:

ATHENA

- Master Delegation**
Whether you're a novice or a pro, we've turned the art of delegation into a science.
- Elite Assistants**
We've interviewed over 500,000 assistants so you don't have to.
- 360° Life Support**
Athena transforms how you spend your time: from doing it all to doing what you love.

Example playbooks

- CAREER**
Hire the right people at record speed →
- FULFILLMENT**
Exceed your goals with 10-second accountability check-ins →
- FOUNDATIONS**
Know everything about everyone in the meeting →
- FULFILLMENT**
Send emails—without having to write them →
- HEALTH**
Own your health with an annual wellness sweep →
- LIFESTYLE**
Set your groceries on autopilot →

Outsourcing: Work

1) Managing your calendar with status updates on pending meetings and meetings that were confirmed

From: Rose
Sent: Wednesday, November 1, 2023 7:03 PM
To: Fabrice Grinda
Cc:
Subject: Daily Status Report 11/1

Hi Fabrice,

I did the following tasks today (8h):

Pending Meeting(s):

- Reschedule: Mahmoud [REDACTED], 30-minute call on Tuesday, 10/24 at 1 pm ET
- Luis Miguel with Jaye, 45-minute call
- Reschedule: Roman [REDACTED] with Jeff, in-person meeting on Monday, 10/30 at 1 pm ET to Monday, 11/27 at 3:30 pm ET
- Reschedule: Nehal [REDACTED], 45-minute call on Monday, 10/30 at 3 pm ET
- Ming [REDACTED] with Jeff, 45-minute call *UK
- Reschedule: Blake [REDACTED] with Arne, 30-minute call on Monday, 11/6 at 2 pm ET to Monday, 11/13 at 3 pm ET
- Founders Forum NY 8th November - Final Speaker Details, 30-minute call on Thursday, 11/2 at 5 pm ET
- Charles [REDACTED] with Jose, 30-minute call on Wednesday, 11/15 at 1:30 pm ET
- Reschedule: Cyril [REDACTED], 30-minute call on Wednesday, 11/1 at 9 am ET

Confirmed Meetings(s):

- Geri [REDACTED], 45-minute on Monday, 11/6 at 9 am ET
 - Princeton's Business Today's International Conference November 3rd-5th in Marriott Marquis in Times Square on Saturday, 11/4 at 12:20 pm ET **Requesting more details about the keynote

2) Sending the agenda for the next day with context from email threads on each of the meetings (I)

Calendar Summary for Thursday, 11/2			
TIME (ET)	ATTENDEES	SUBJECT / EMAIL THREAD	LOCATION / DIAL IN
9:00 AM	Zimozi Team / Fabrice	Monthly Health Check Meeting	Zoom Link
10:00 AM		Kick-off auto-parts Incubation Meeting	Zoom Link
11:00 AM	Martin / Jose / Fabrice	Weekly Call	Zoom Link
11:30 AM	Tom / Dennis	*no email thread found*	Meeting Link meet.google.com/
12:30 PM	Alex / Fabrice	<p>From: Dennis Date: Tuesday, October 31, 2023 at 11:47 AM To: Rose Cc: Fabrice Subject: Call with advisor.</p> <p>Hi Rose,</p> <p>Could you please set up a call with Fabrice and Alex on Thursday at 12:30 ET. I won't join the call, so the Zoom should come from Fabrice. Fabrice offered the time.</p> <p>The subject:</p> <p>Best, Dennis</p>	Zoom Link
1:15 PM	Jose / Fabrice	<p>From: Jose Sent: Tuesday, October 31, 2023 2:17 PM To: Jenna; Rose; Fabrice Subject: Call</p> <p>Jenna.</p> <p>Please send an invite for a call for me and Fabrice on Thursday at 1.15 pm EST for 45 mins please. Thanks</p>	Zoom Link

2) Sending the agenda for the next day with context from email threads on each of the meetings (II)

<p>2:00 PM</p>	<p>Jed & David (Breed VC) / Dennis & Fabrice (Midas)</p>	<p>From: Dennis Date: Tuesday, October 17, 2023 at 1:45 PM To: Jed, Rose Cc: David, Fabrice Subject: RE: Intro</p> <p>Jed, David,</p> <p>Great speaking earlier – really enjoyed our conversation.</p> <p>As discussed, please see access to our dataroom below.</p> <p>Let’s organise a follow-up call. We should discuss the U.S. strategy more. Copying @Rose Brown to find time to connect together with Fabrice.</p> <p>Best, Dennis</p> <p>From: Jed Sent: Friday, October 13, 2023 7:13 PM To: Dennis Cc: David; Fabrice Subject: Re: Intro</p> <p>Sounds good! Talk to you next week!</p> <p>jed</p>	<p>Zoom Link</p>
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2) Sending the agenda for the next day with context from email threads on each of the meetings (III)

3:00 PM	Founder Call	<p>From: Founder Date: Saturday, August 26, 2023 at 7:48 PM To: Fabrice Cc: Rose Subject: Re: New Venture!</p> <p>Wonderful. Thank you, Rose for helping to schedule. Fabrice, I hope you have a wonderful time at Burning Man!</p> <p>On Sat, Aug 26, 2023 at 7:00 PM wrote: Am in Burning Man this week, but Rose will find us some time upon my return.</p> <p>From: Victoria Sent: Friday, August 25, 2023 9:02 PM To: Fabrice Subject: Re: New Venture!</p> <p>Fabrice, Thanks so much. Yes! It would be great to give you a demo. I would love your feedback as we move forward with pilot clients and partners. Do you have 40 minutes some time in the next week or so?</p>	Fabrice's Apartment
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2) Sending the agenda for the next day with context from email threads on each of the meetings (IV)

4:00 PM	Anagram / Midas	<p style="text-align: center;">From: Dennis Date: Tuesday, October 31, 2023 at 12:36 PM To: David Cc: Fabrice Subject: RE: Intro</p> <p style="text-align: center;">Great to speak earlier. As discussed, please find below our data-room.</p> <p style="text-align: center;">Dataroom Link: Sharing my Telegram:</p> <p style="text-align: center;">Let us know the next steps from your perspective.</p> <p style="text-align: center;">Best, Dennis</p> <p style="text-align: center;">From: David Sent: Wednesday, October 25, 2023 7:27 PM To: Dennis Cc: Fabrice Subject: Re: Intro</p> <p style="text-align: center;">Great - Grabbed some time for next Tuesday. Looking forward to it!</p>	<p style="text-align: center;">Meeting link meet.google.com</p>
5:30 PM	Founder Call	*no email thread found*	Fabrice's Apartment
6:30 PM		TLF Exclusive VIP Speaker Reception	The Tin Building, New York City - House of Red Pearl
9:00 PM		Padel with Olivier	Dumbo

Outsourcing: Personal Life

Helping me manage my connections and check how I am connected with people I come across

- Checked Fabrice's connection with XXX, if previously met
- Check Dialog Dinner list, creating new updated list <PENDING>
- Checked connections between Fabrice and XXX (Company Name)

Dialoging Dinner
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75%

J:J 9/18/2021

	A	D	E	F	G	H
1	Attendees	9/27/2019	11/11/2019	12/5/2019	1/13/2020	3/18/2020
2	Adrian Grenier					
3	Alec Oxenford					
4	Alexander Garden					
5	Alice Lloyd George					
6	Alexandra Merle-Huet					
7	Amol Sarva				Yes	
8	Andrea Propp					
9	Aziz Friedrich					
10	Ben Casnocha	Yes				
11	Brian Berkopec			Yes		
12	Bruno Dupire		Yes			
13	Carina Wallance			Yes		
14	Carolina Biernacki					
15	David Perell			Yes		
16	David Snider	Yes				
17	David Tisch					
18	Donika Goci			Yes		
19	Elizabeth Myers					
20	Emily de La Bruyere					
21	Francesca Gnuva	Yes				
22	Gillian Munson		Yes			
23	Gretchen Rubin	Yes				
24	Hannah Shore		Yes		Yes	
25	Hayley Barna					
26	Jenny Fielding					
27	Jesse Beyrouzey	Yes			Yes	
28	John Knorring					
29	Joseph Cohen		Yes			
30	Katelyn Donnelly	Yes				
31	Kelly Anne Tully					
32	Kevin Song					
33	Kersti Hanson					
34	Lars Rasmussen			Yes		
35	Lauren Sandler					
36	Lilian Chen				Yes	
37	Marlon Litz-Rosenzweig		Yes			
38	Michael Kahan				Yes	

Booking doctor's appointments and handling rescheduling

if necessary

- Contacted Wolff, Martin MD office about the upcoming appointment in May <Awaiting confirmation Dr. Grewal's office on the referral; if tele-consult is required prior to schedule - May 2>
 - Sent confirmation on Fabrice's appointment with Dr. Wolff on May 12th at 3 pm ET; 2:30 pm ET arrival
- Added to calendar: Xray at 9 am on 6/16; Appointment with Dr. Mark Mohrmann (Orthopedist) at 10:30 am ET
 - Called Dr. Mohrmann's clinic at 212-484-2663 to follow up on the confirmation email for the appointment on 6/21 at 1:30 pm ET; went to Fabrice's spam folder <Added link to the cal event>
- Appointment with the Curia Health's Phlebotomist (Fabrice's apartment) on Monday, 5/22 at 9:30 am ET
- Checked post op appointment time on 5/8/2023 <Post op appointment is confirmed at 11 am ET>



Waiting in line on my behalf

- Contacted T-Mobile Support for data connection issues <Rep set up the connection and matched the connectivity with Fabrice's phone. Used the same frequency that your family members are using in the same location. Rep match it to them, and It worked - took 4 hours

Scheduling meditations and exercise sessions + buying necessary equipment

Booked Atman sessions

Week 1 (May 29 – June 4)

- Session 2 (Meditation)
- Session 3 (Meditation)

Week 2 (June 5 - 11)

- Session 2 (Meditation)
- Session 3 (Meditation)

Week 3 (June 12 - 18)

- Session 2 (Meditation)
- Session 3 (Meditation)



Gym blocks/sessions

- Updated gym session on 9/10 from 11 pm to 11 am ET
- Added to calendar: 9/17 at 10 am, 9/20 at 5 pm, 9/22 at 11 am, 9/24 at 11 am and 9/26 at 5:30 pm ET has been added to your calendar for an hour gym session at your place.
- Added gym block for 11/14 at 12:30 pm, 11/16 at 11:45 am, 11/19 at 11 am, and 11/21 at 12:30 pm ET; updated 11/28 from 12:30 to 12:45 pm ET

Exercise Equipment

Ordered the following in Amazon <\$345.39 thru Amex; ORDER # 111-5969019-7569011>

- Amazon Basics Flat Weight Workout Exercise Bench
- 4KOR Massage Ball Set
- Renoj Resistance Bands
- Fit Simplify Resistance Loop Exercise Bands
- VEICK Resistance Bands
- Trideer Extra Thick Yoga Ball Exercise Ball
- TRX GO Suspension Trainer System

Tennis

- Booked the Windchaser Villas - Tennis Court for 11/21 at 4 pm - 6 pm ET through
- Checked confirmation for the Windchaser Tennis Court reservation today 11/21 at 4:30 pm - 6:30 pm ET

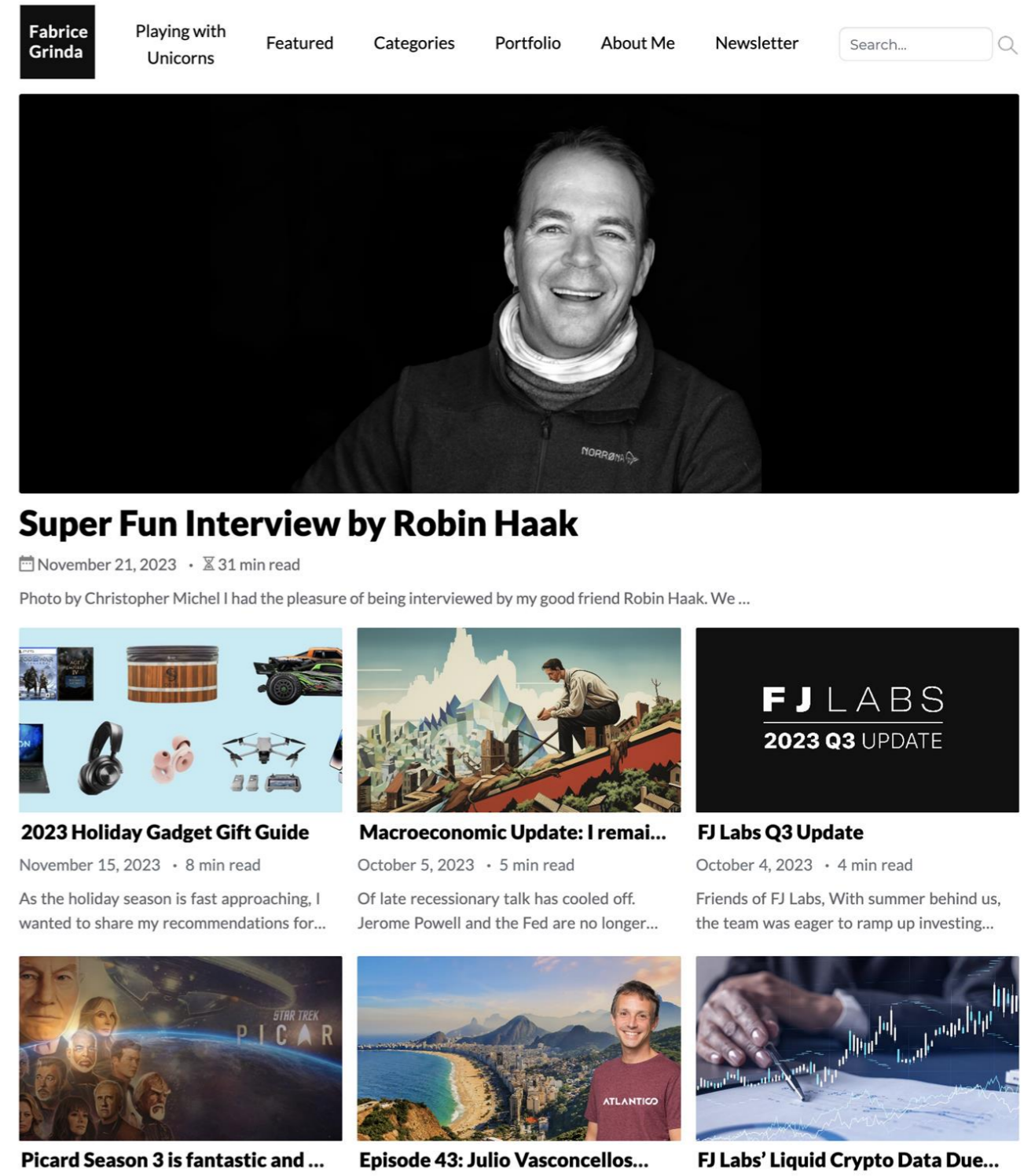


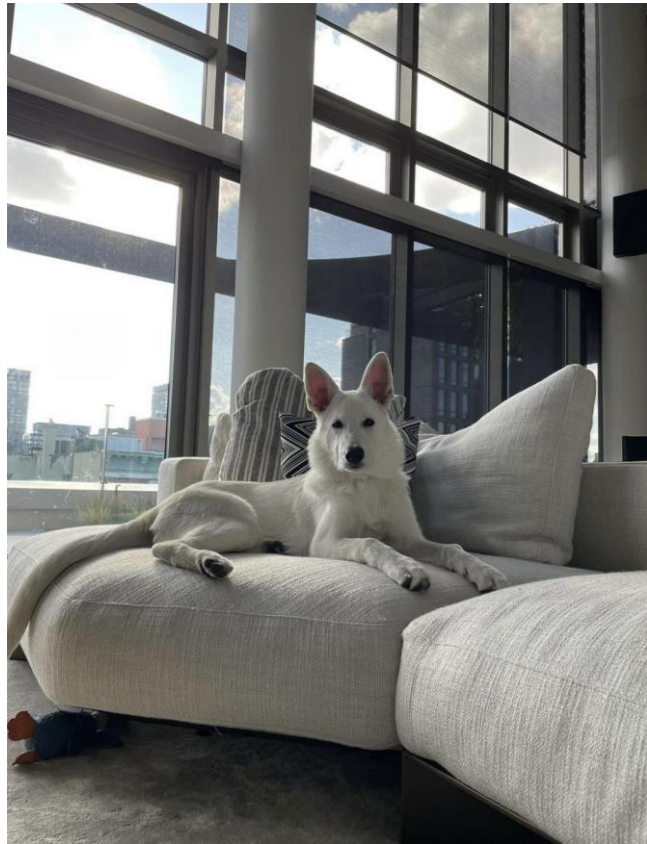
Drafting and editing posts for my blog

- Created post and share with everyone on Substack – Kaiju Preservation Society is a super fun quick read
 - Created newsletter for Kaiju Preservation Society is a super fun quick read on fabricegrinda.com
- Prepared newsletter draft on Fabrice’s site for upcoming PWU episode: Julio Vasconcellos and the state of Latin American tech <should be under “Episode” or “Podcast”>
- Contacted Zimozi team for assistance on episode 43 Substack post to change as podcast/episode <PENDING>
- Drafted and published Fabrice’s Macroeconomic Update: I remain significantly more bearish than consensus! post on WordPress and Substack; drafted new post newsletter and sent to regular + exceptional list
- Sent newsletter for 2023 Holiday Gadget Gift Guide post to regular
 - Drafted Substack post on Fabrice’s 2023 Holiday Gadget Gift Guide
- Drafted “Super Fun Interview by Robin Haak” new post newsletter; updated link on post to <https://robincap.com/blog/fabrice-grinda>
 - Drafted and published “Super Fun Interview by Robin Haak” post on Substack; updated link: <https://robincap.com/blog/fabrice-grinda>

Managing accounts

- Managed Fabrice’s subscribers list on Mailpoet plugin on WordPress; created a list with 0 score
- Change back Fabrice’s username – check back after 14 days from today <PENDING, confirming with Fabrice>
- Unsubscribed to emails
- Reset the password for Fabrice's Seesaw account - attempted to log in, error; contacted Seesaw re: login issues
- Created an account under <https://www.ryzesuperfoods.com/>; cancelled auto-subscription and requested to remove Fabrice's details and delete the account





Angel

- Ordered the following items for Angel <\$270.77 thru Amex; Order# 114-6549845-7958643>
 - Long Leash Waterproof Training Longline Outdoor Dog Leash Great for Training, Beach, Yard, Play, Camping
 - Dogline Biothane Waterproof Dog Leash Strong Coated Nylon Webbing with Black Hardware
 - Veehoo Elevated Dog Bed, Outdoor Raised Dog Cots Bed for Large Dogs
 - Niubya Elevated Dog Bowls with 2 Stainless Steel Dog Food Bowls
 - Nylabone Puppy Chew Toy & Treat Starter Pack
 - Pet MD Dog Ear Cleaner Wipes
- Ordered Diggs Enventur Travel Kennel + manual pump <USD \$707.70 thru Amex; Order #120418>
- Researched what are the entry requirements for dogs in Turks, Canada, and Europe
- Researched how to get a dog passport



Francois

- Researched on how to download videos of Francois from SeeSaw app; contacted support for additional assistance - <https://help.seesaw.me/hc/en-us/articles/208754866-How-do-families-and-students-save-and-download-student-work>
- Downloaded Grinda Francois journal and scanned for his videos - sent 2 videos to Fabrice via WhatsApp
- Create forecast with the new nanny line up; to request funds from David Bee for Francois' expenses <PENDING>
- Update: Nannies payroll G Sheet
- Added working hours of Agnes and Paquita on Project Sheet for the pay period of 11/13/2023 - 11/19/2023 and 11/20/2023 - 11/26/2023
- Researched on the requirements to get a French passport for new born - NYC Consulate does not show passport services, added Washington instructions instead; contacted French Consulate in NYC for the requirements and steps
- Researched on how to get French birth certificate for child born in the US
- Researched on how to get an unabridged us birth certificate in NY

Helping sign and manage documentation and signature processes

KYC

- Checked Fabrice's inbox for KYC Update Request - request from Legal Team

Signatures

- DocuSigned on behalf of Fabrice: Rental Agreement - February 2024, Booking Summary
- DocuSigned on behalf of Fabrice: Rental Agreement - January 2024
- Completed with DocuSign on behalf of Fabrice: Rental Agreement - June 2025
- Signed on behalf of Fabrice: Don(1).pdf and sent it back through WhatsApp
- Signed on behalf of Fabrice: Techstars Alumni - Release Form Fabrice Grinda - Signature requested by Techstars Alumni Web Series

Government Processes

- Researched on how to request for French police record
- Contacted <https://faq.casier-judiciaire.justice.gouv.fr/selfservice/fr-fr/contact> re: department dropdown
- Filled and signed Fabrice's IRS Form



Whenever I'm in NYC I like to find the best activities to do while in town, and my assistant helps me with research + ratings + bookings

- Research more activities in NYC for May and June <PENDING>
- Ordered 1 gen admin ticket (2 tickets) for the Midnight Agony | Sideshow Spectacular on Wednesday, May 31, 2023 from 7:00 PM to 10:00 PM (ET) <Donated \$10 Order #6628162199> ; added to calendar
- Check reviews for The Spirits of Sleepy Hollow Country: A Night of Legendary Magic <unable to find reviews, brand new show?>
- Checked Friends! The Musical Parody | New York performance schedule

She also helps me find and buy Halloween costumes for events

- Ordered the Halloween Costumes for Fabrice: Velvet smoking in red color jackets <PENDING>

Research details and manage assistance of future events

- Researched on Ergo's 2023 Global Flashpoints Roundtable agenda, location and dress code; sent to Fabrice - reference: <https://www.globalflashpoints.com/>
- Sent Fabrice's bio and headshot for Ergo's GFR 2023
- Cancelled attendance at the Ergo's Roundtable VIP Dinner on 11/28 at 6:30 pm ET; sent email to Ergo's Roundtable Team, removed from the calendar

Sent: Friday, September 15, 2023 5:20 PM
 To: Fabrice Grinda <fabrice@grinda.org>
 Subject: Re: Activities in NYC for September 2023

1. [A Beautiful Noise, The Neil Diamond Musical](#)

show-score.com: 83% (753 Reviews)

tripadvisor.com: 5.0 (128 reviews)

Google: 5.0 (40 reviews)

Created in collaboration with Neil Diamond himself, A Beautiful Noise is the uplifting true story of how a kid from Brooklyn became a chartbusting, show-stopping American rock icon. With 140 million albums sold, a catalogue of classics like "America," "Forever in Blue Jeans," and "Sweet Caroline," an induction into the Songwriters and Rock and Roll Halls of Fame, a Grammy Lifetime Achievement Award, and sold-out concerts around the world that made him bigger than Elvis, Neil Diamond's story was made to shine on Broadway, where the biggest stars tell their story.

Like Jersey Boys and The Carole King Musical before it, A Beautiful Noise: The Neil Diamond Musical is an inspiring, exhilarating, energy-filled musical memoir, that tells the untold true story of how America's greatest hitmaker became a star, set to the songs that defined his career.

2. [Back to the Future - The Musical](#)

show-score.com: 82% (453 Reviews)

tripadvisor.com: 5.0 (13 reviews)

A musical with music and lyrics by Alan Silvestri and Glen Ballard and a book by Bob Gale. It is adapted from the 1985 film Back to the Future by Robert Zemeckis and Gale. The show features original music, as well as songs featured in the film, such as "The Power of Love" and "Johnny B. Goode".

3. [Sweeney Todd](#)

show-score.com: 89% (979 Reviews)

tripadvisor.com: 5.0 (9 reviews)

Stephen Sondheim and Hugh Wheeler's Sweeney Todd: The Demon Barber of Fleet Street returns to Broadway starring Josh Groban as Sweeney Todd and Annaleigh Ashford as Mrs. Lovett. For the first time since 1980, Broadway audiences will experience Sondheim's Tony Award®-winning score as it was performed in the original production—with Jonathan Tunick's classic 26-player orchestration on an epic scale.

4. [Once Upon a One More Time](#)

show-score.com: 76% (564 Reviews)

tripadvisor.com: n/a

Powered by the chart-topping hits of the undisputed Princess of Pop, a group of friends goes on a quest to rewrite their stories and redefine "happily ever after." Once Upon a One More Time weaves 23 of Britney Spears' smash singles—like "Crazy," "Oops!...I Did It Again," "Circus," "Lucky," and "Toxic"—into "a big, modern, musical dance party, with Britney's beating heart at its core" (ABC News).

Putting together + monitoring the guest list and designing the invite for my 50th birthday party



Fabrice's 50th

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	A	B	C
1	Name	Email	Status
2	Alec Oxenford		Attending
3	Alex Demetrio		Attending
4	Alok Kshirsagar		
5	Amanda Pustilnik		Attending
6	Antoine de Guillenchmidt		
7	Ariel Lebowits		
8	Brions Brion		
9	Bryan Ellis		Attending
10	Carina Wallance		
11	Carolina Biernacki		
12	Charles Gorra		Attending
13	Christopher Grinda		
14	Cyril Lejeune		
15	Dad		
16	Dan Rosenthal		
17	Ed Lando		Attending
18	Einat Wilf		
19	Fabrice Sebelini		
20	Federico Treu		
21	Felix Ruiz		Attending
22	Fred Court Court		
23	Fulvio Rossi		Attending
24	Igor Vuklis		
25	Jean-Jacques Murray		Regrets
26	Jean-Marc Cristiani		
27	Jean-Noel Sr Grinda		
28	Jeremy Levine		Regrets
29	Jose Marin		
30	Karsten Schroeder		Attending
31	Kevin Ryan		
32			
	Kristina Clement		Attending
33	Laura Kepshire		
34	Loic Le Meur		
35	Lori Mazziotta Gardet		

Planning my travel arrangements: booking and managing hotels, flights, activities

- Contacted T-Mobile Customer Support re: Fabrice's cancelled 30 day International Data Pass

Greenmantle:

- Researched on the best way to get to Four Seasons Hotel Hampshire, England from London; contacted Greenmantle Gathering and Four Seasons Hampshire for advice too
- Updated the reservation dates at The St. Regis Venice Trip ID: 5560-7932 on Amex Travel from 9/27 - 10/1 to 9/28 - 10/1
- Greenmantle Gathering Hampshire: Room upgrade to suite <Not proceeding with the upgrade; sent to Greenmantle>
- Arrange transfer from Four Seasons Hampshire to Southampton EGHI at 9:15 am on October 8 for Fabrice <PENDING CONFIRMATION

Dialog Emerging:

- Update room reservation at the Hyatt Regency Tamaya Resort, Albuquerque, New Mexico from Deluxe King to VIP Suite for Dialog Emerging 2023 under Confirmation Number: #; no option to select VIP Suite - sent request to Dialog Team for assistance
- Contacted St. Regis to check the best way to go from the airport to the hotel and other transfer options available; sent options to Fabrice from St. Regis Concierge
- Requested for Fabrice's transport from the airport to the hotel; St. Regis concierge confirmed Blitz Exclusive Full Assisted Transfer

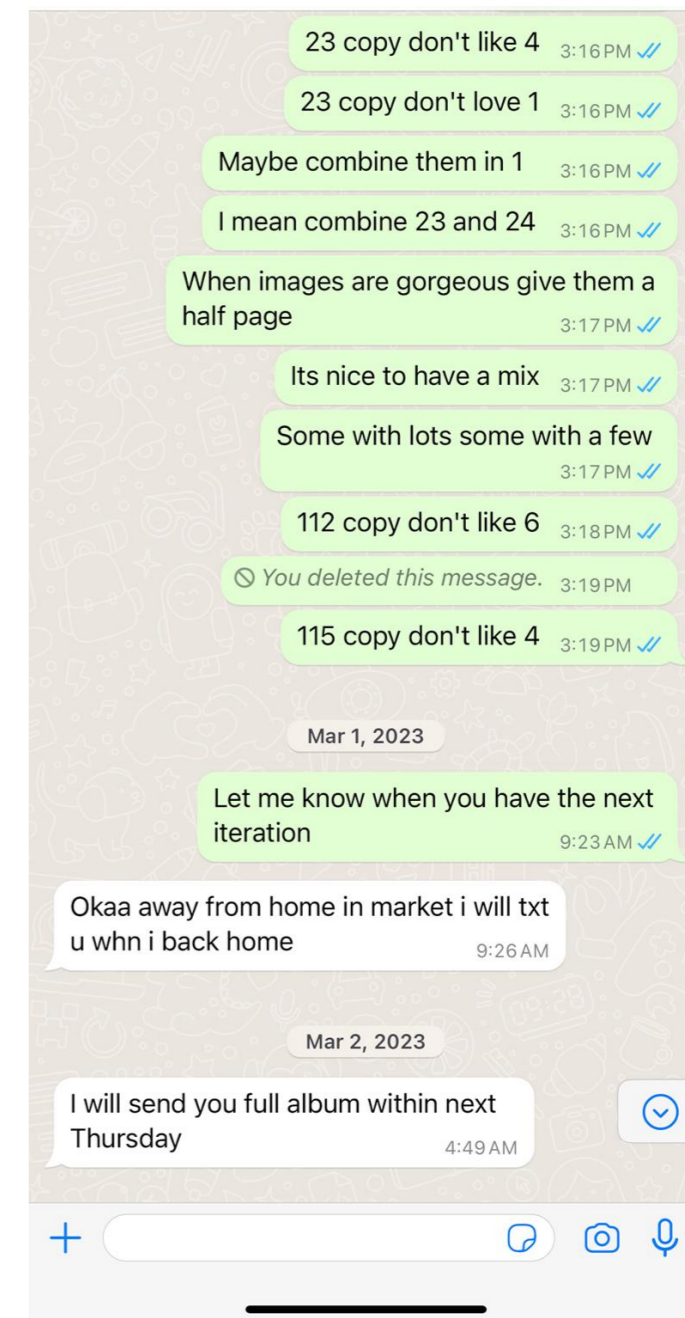
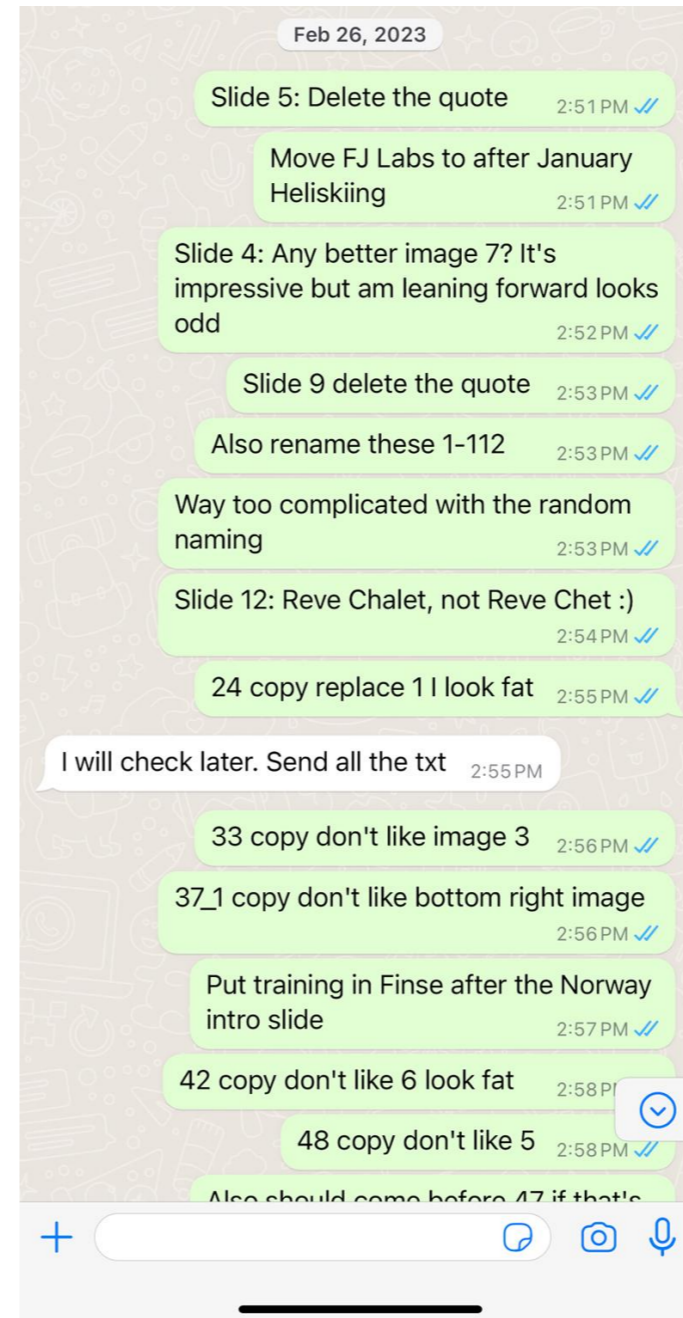
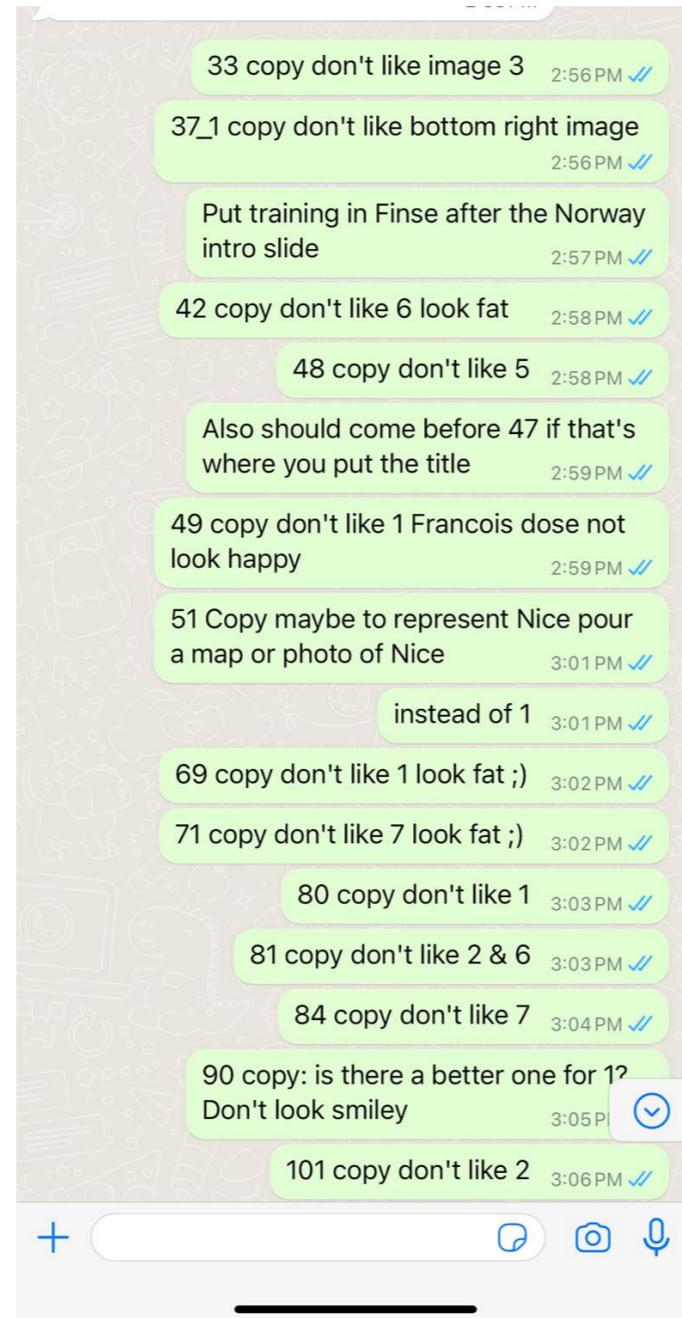
Heli-Skiing:

- Removed the following Selkirk Tangiers Heli Skiing on Fabrice's calendar:
 - February 18-20
 - February 22-24
- Added the following Selkirk Tangiers Heli Skiing on Fabrice's calendar:
 - January 19 - 20
 - February 4: placeholder

Burning Man: Emailed Burner Express Air <burnerexpress@burningman.com> to request to refund for Fabrice's 9/3 flight under Booking number 127614 <PENDING REPLY>

Every year I make photo album and outsource getting it done

- I upload all my photos in Dropbox, usually sorted by date and location
- I then share the link to the folder with my album creator in Bangladesh, and often create sub-categories in each folder
- Sometimes I suggest specific replacements, but usually let her pick





January 1 - February 22
Revelstoke

March 4 - 11
New York

March 20 - 23
Visiting the grandparents in Nice

March 28 - May 06
Nice

May 01 - 06
Paris

June 20 - July 5
Saint Moritz

February 23 - 27
World Padel Tour Miami

March 12 - 20
Norway

March 23 - 28
Sweden

April 22 - 24
Visiting Kevin Ryan in Provence

May 09 - 13
London

June 24 - July 05
Mougins

July 5 - 19
Saint-Jean-Cap-Ferrat

July 21 - 24
Saint Tropez

July 30 - August 30
Revelstoke

August 29 - September 03
Burning Man 2022 - Waking Dreams

October 17 - October 21
San Francisco

December 23 - 30
Christmas in NY

July 19 - 21
Les Gorges du Verdon

July 24 - 30
FJ Labs Retreat in Ibiza

August 24 - 29
Los Angeles

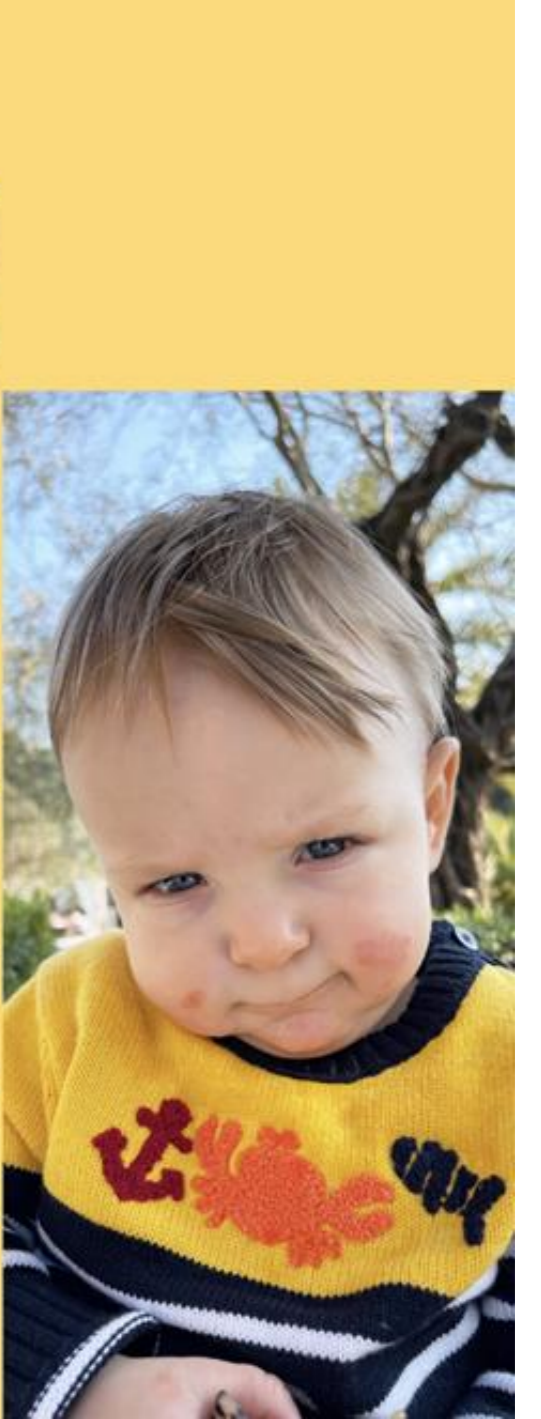
September 03 - November 02
New York

November 02 - December 23
Turks & Caicos

FJ Labs

Monday Feb 7	Tuesday Feb 8	Wednesday Feb 9	Thursday Feb 10	Friday Feb 11	Saturday Feb 12
Travel to Revelstoke / Management Time	Lunch	Snowboarding (lunch on mountain)	Lunch	Lunch	Free time / Skiing & Snowboarding
	1:00PM - Welcome, FJ Labs Update, & Incubations (JM)				
	1:30PM Fabrice AMA				
	Buffer	Buffer	Buffer	Buffer	
	Pick up / size up ski and snowboarding gear				
	Messages	3PM - Intro to Brainstorming 3:15PM - Iggy Brainstorm	3PM - Team Brainstorm 3:00 - Fabrice 3:20 - Jose 3:40 - Arne 4:00 - Jeff	3PM - Team Brainstorm 3:00 - Max 3:20 - Zineb 3:40 - Lexi 4:00 - Kristen	
4:30PM - 1:1s with F&J Chris - 4:30 Max - 5:00 Lexi - 5:30 Zineb - 6:00		4PM - Nico Brainstorm	4:20 - BREAK 4:30 - Luke 4:50 - Camila 5:10 - Matt	4:20 - BREAK 4:30 - Guests 4:50 - Guests 5:10 - Guests	
		Catchup/Emails/Misc team time	5:30PM - Storytelling Sales - Mark Lurie	5:30PM - Crypto Session Current state - Chris Keshian NFTs - Arne Halleraker	



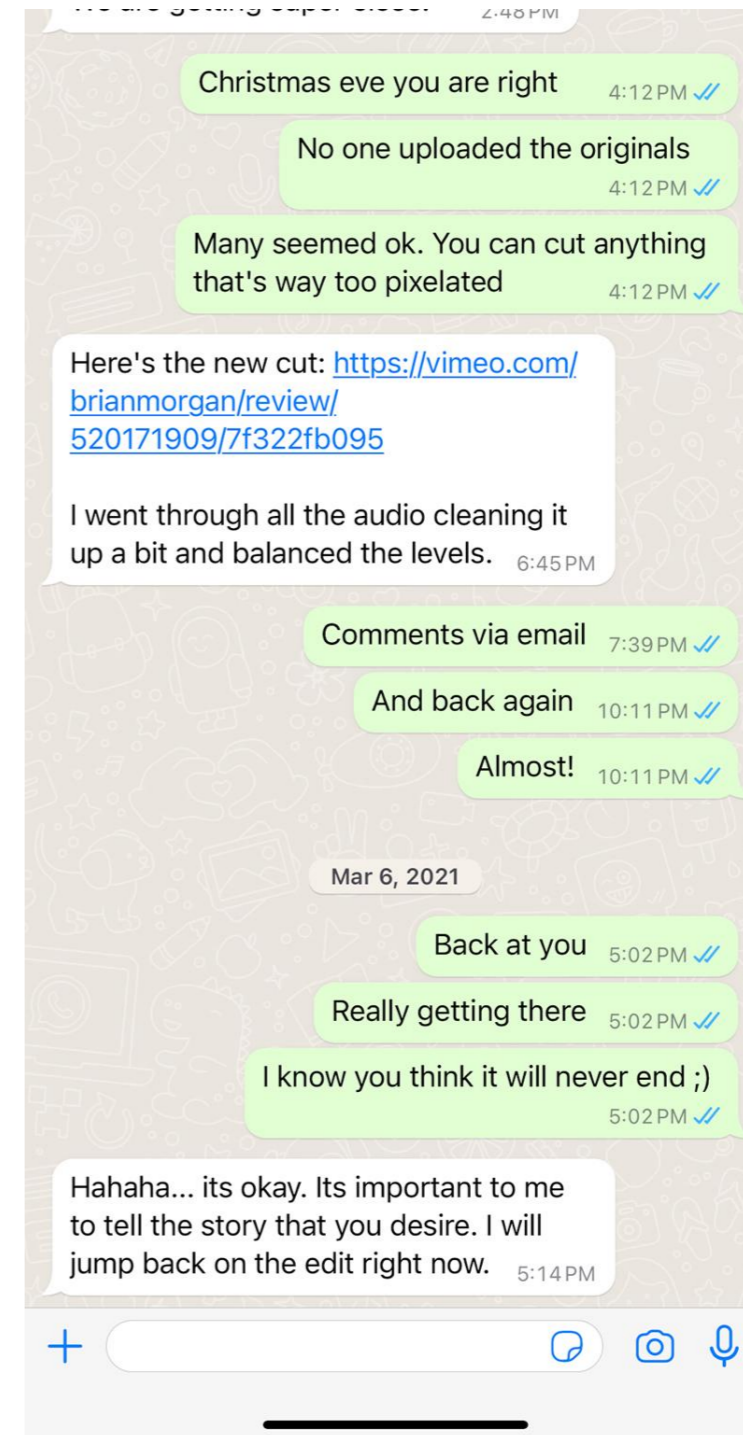
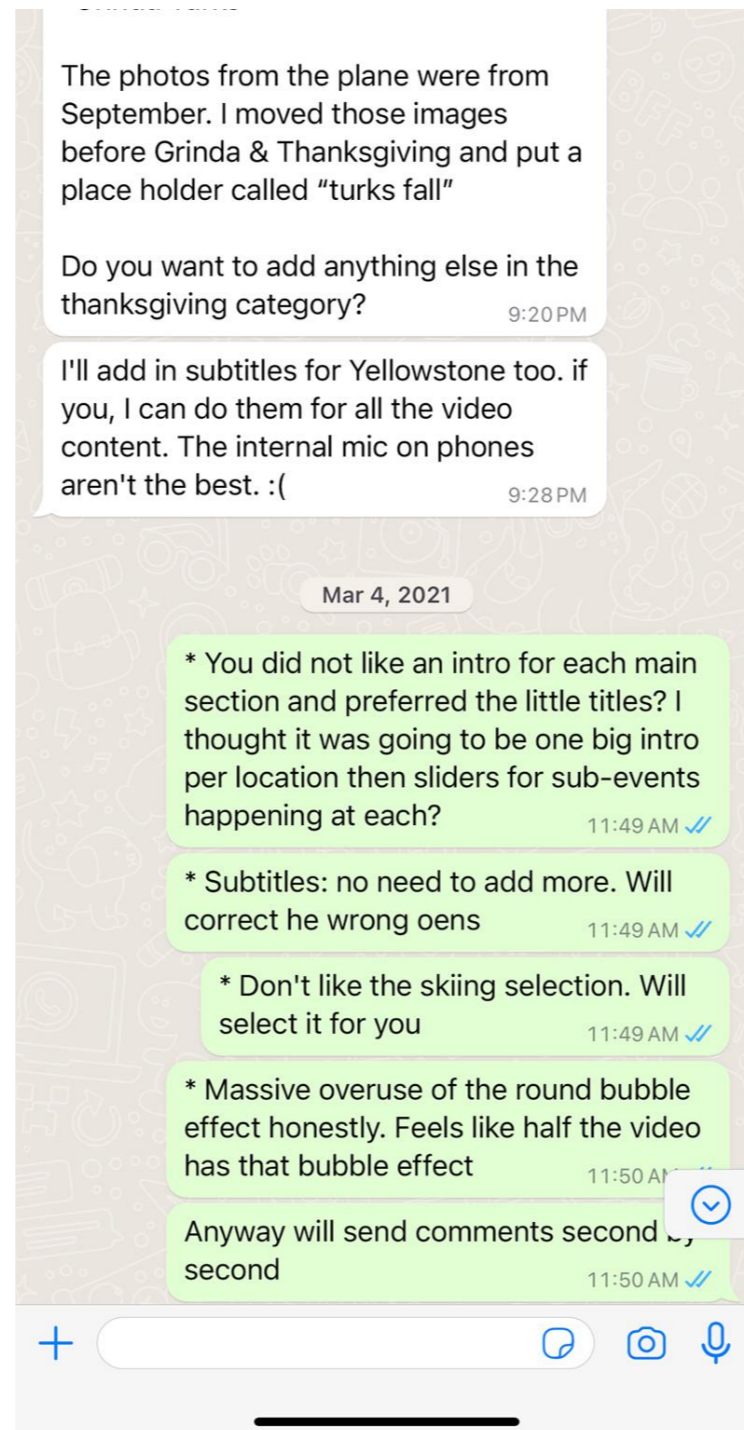
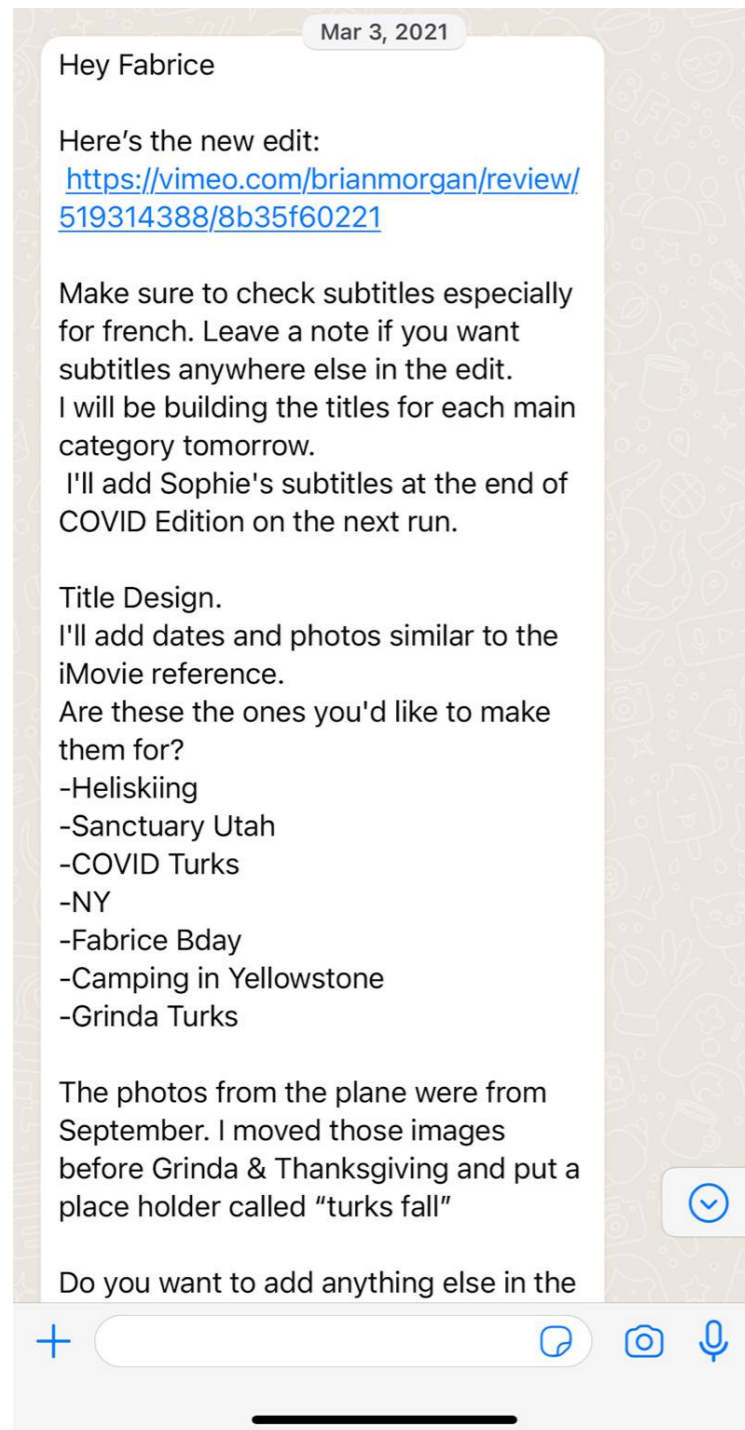


Visiting the
grandparents
in Nice

March 20 - 23



Every year I also make an annual recap video and hold a similar process



Subject: RE: 2020 Recap First Draft

General comment: All the new stuff you did feels rushed relative to the stuff before. Add a few more minutes if need be.

- Should we put a background image on the opening title?
- Heliskiing with Kingfisher for the first part.
- A few more seconds of skiing upfront
- Photos going slower
- This section feels too rushed
- Change the music of this section too. I just put some free music from iMovie when I made this.
- Transitions are too brutal
- The Upfront Summit section can be a bit shorter
- Turks Precoid rename -> FJ Labs Retreat in Turks & Caicos Pre-COVID
- Try all titles not all caps so: Sanctuary Utah instead of SANCTUAY UTAH
- Best section so far. Does not feel rushed
- Wyoming -> Rename that section: Camping in Yellowstone
- COVID section: Rename to: Turks & Caicos COVID Edition
- Photos go way way way too fast
- Separate the Grinda Christmas and actual Christmas / New Year section and finish with that. Don't mix it with Turks COVID
- New York: Some photos go by too quickly too in the middle.
- Moringa Petit Comite should come after the Grinda Turks Christmas section (or at least part of that section).

To: Fabrice Grinda <fabrice@fjlabs.com>
Subject: 2020 Recap First Draft

Hey Fabrice,

Looks like you had some great trips in 2020!

I got a decent dent into the project today.

I broke each trip into their own timeline.

The links I'm providing allow you to leave a note at any time stamp on the timeline. Go ahead and add notes as to what to omit/what you love.

The only timelines I haven't started to cut are the turk trips & birthdays folders.

When we combine all timelines into one main... I'll add in title cards for each location. If any specific titles, quotes, etc that you want to include re: back with them.

Links to timelines:

NY: <https://vimeo.com/brianmorgan/review/516035744/86589c70a0>

Utah: <https://vimeo.com/brianmorgan/review/516035777/e5d8378819>

Wyoming: <https://vimeo.com/brianmorgan/review/516045386/be6db845ae>

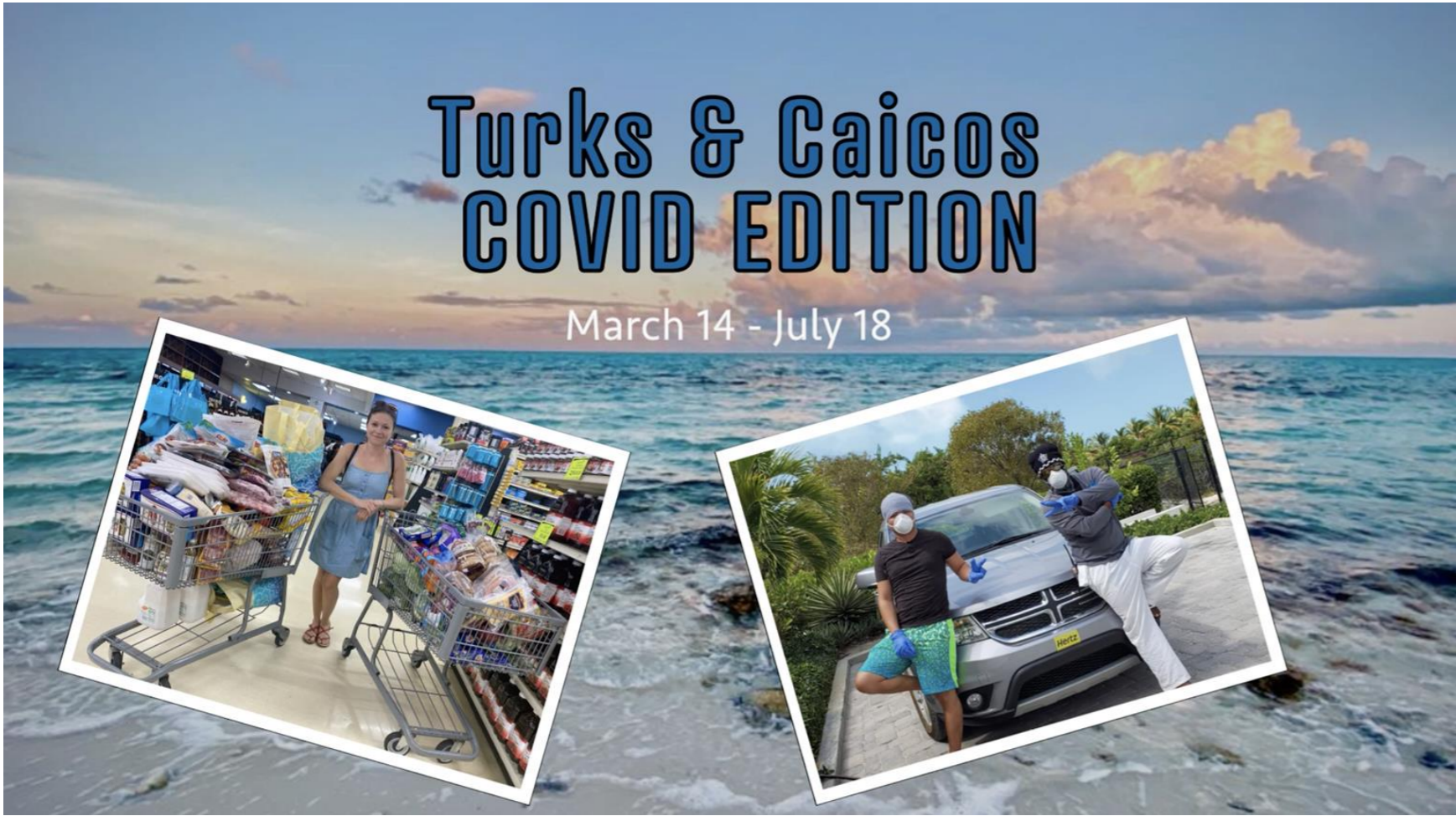
Moringa Petit Comite: <https://vimeo.com/brianmorgan/review/516047880/99d775f9c4>

LA: <https://vimeo.com/brianmorgan/review/516035715/5baeb4908b>

Heliskiing: <https://vimeo.com/brianmorgan/review/516035708/4a3f779f78>







**Estate Manager; roles:**

- Cook/organize meals
- Manage NY home
- Manage the property managers of the other properties
- Drive
- Clean or organize cleaning (housekeeping staff)
- Execute parties and events
- Car maintenance
- Do whatever needs to be done in person (pick up packages, pack, etc.)

Property manager for each property

- Is typically also a chef
- Obtains appropriate licenses
- Manages the staff
- Delights customers when the houses are sublet
- Handles vehicle management



Turks & Caicos



Revelstoke



New York



Managing rentals for Triton



<https://tritonluxuryvilla.com/>

- **Reservation manager**, sometimes with help from YRA to manage reservations internally
 - Defines pricing strategy and optimizes yield
 - Manages distribution channels
 - Works with the property managers to guarantee a perfect experience



Helping with my dog Angel

- **Dog trainer**
 - Dog walking
 - Training
 - Getting all travel documentations for US, Canada, Turks, Europe
 - Keeping vaccines up to date
 - Responsible for buying food and feeding her
 - Playing with Angel and keeping her company



Guidelines for our Nannies

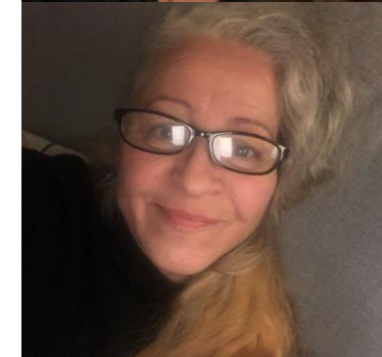
1. We set up a base default **childcare coverage schedule** — 7:45-7:45 every day
2. We bring **one nanny with for all travel** (if we travel for longer than 1-2 weeks, we rotate in a replacement nanny to avoid burnout)
3. Nannies can **swap coverage to accommodate their personal commitments** and/or will cover for each other for last minute issues (eg they get sick, their kid gets sick, etc)
4. The Nannies have a **WhatsApp group with each other without us** to coordinate amongst themselves
5. We have a **WhatsApp group with the Nannies to share information** for the next shift and with the parents (eg Francois had a fever, we need to send extra pants into school, etc) and to share photos
6. We use a **shared calendar app called Cozi**. Nannies populate staffing in the app and other kid related commitments (eg classes, school calendars, doctor appointments, etc). We add personal commitments (eg date night) that sends a push notification to the Nannies and they coordinate staffing beyond the default schedule and populate it in the app.
7. They **handle a lot of kid related tasks** (uploading school forms, stocking kid supplies (diapers, medicine, bath supplies, clothes), packing / unpacking for kids, etc)
8. They **handle some household tasks** (stocking groceries, cooking one basic meal a day to have on hand by early evening)
9. We use **care.com primarily to source new Nannies** and have had better luck with that than agencies. As secondary sources we have used the Sittercity and Urbansitter apps and the FB group Les Frenchy Sitters NY, but have have to most success with care.com.
10. Our main three criteria for a nanny are **(1) fluent accentless French, (2) can travel internationally, (3) can drive**
11. Au pairs provide a lower cost option but **(1) you need to have a room for them, (2) they can't stay longer than 1-2 years, (3) hours are capped**; to supplement coverage for a lower cost model can do daycare + au pair

Nanny Handbook

NOVEMBER 2023



Nannies



Souraya (3 days + travel)

- Grew up in LA
- French was primary language in her home (Lebanese-American family)
- Attended French Lycée schools K-12
- Worked in preschools in LA
- Grad student in NYC

Eva (2 days)

- From Lille, France
- Came to NYC as an au pair
- Got married and had a baby (now 1.5 years old) and stayed in NYC

Paquita (1 day + travel)

- From Paris, France
- Currently a preschool teacher at Brooklyn Global Prep (a 100% French immersion preschool in Williamsburg) who was Francois' teacher for 1.5 years
- Mother to grown children

Agnes (1 day + travel)

- From Vienna, Austria
- Attended French Lycée schools K-12
- Mother to two elementary age children
- Former C-suite PA
- Grad student in NYC

Childcare is split among nannies to give us and you maximum flexibility!

Cooking



- You are responsible for cooking one full meal each day
- You should cook it during nap time so that it is ready by the time Sophie gets home from school at 4:30PM, but it may be eaten then or for dinner later so keep it covered
- Each meal should include meat, vegetables and a starch (e.g. potatoes, rice, pasta)
- You are also responsible for all meals/snacks for the little kids throughout the day when they are not at school
- You will not have to cook a meal when we are in our homes in Turks or Revelstoke as there are full-time chefs there

Francois' favorite foods:

- | | |
|---|--|
| <input type="checkbox"/> bananas | <input type="checkbox"/> cheddar bunnies/goldfish |
| <input type="checkbox"/> yogurt pouches (fruit/veggie) | <input type="checkbox"/> kids meat sticks (~jerky) |
| <input type="checkbox"/> no sugar cereal (Rice Chex, Kix, Cheerios) | <input type="checkbox"/> grilled cheese with ham |
| <input type="checkbox"/> croissant/muffin | <input type="checkbox"/> whole milk |
| <input type="checkbox"/> tea crackers ("cookies") | <input type="checkbox"/> pesto pasta |
| <input type="checkbox"/> homemade no sugar popsicles | <input type="checkbox"/> cashews |
| <input type="checkbox"/> breakfast sausages | <input type="checkbox"/> no sugar bars |
| <input type="checkbox"/> meat (chicken, steak, etc.) | <input type="checkbox"/> sparkling water |
| <input type="checkbox"/> rice | <input type="checkbox"/> regular water |
| <input type="checkbox"/> Ham | <input type="checkbox"/> sliced ham |
| <input type="checkbox"/> homemade PBJ uncrustables | <input type="checkbox"/> lamb meatballs |

Language

- Nannies are required to have native French fluency
- Nannies are expected to speak French exclusively with Francois and Amelie, but English with Sophie (as she does not speak French)
- Fabrice speaks French exclusively with Francois and Amelie, and English with Sophie



Fabrice Grinda

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Camila Bustamante

camila@fjllabs.com

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