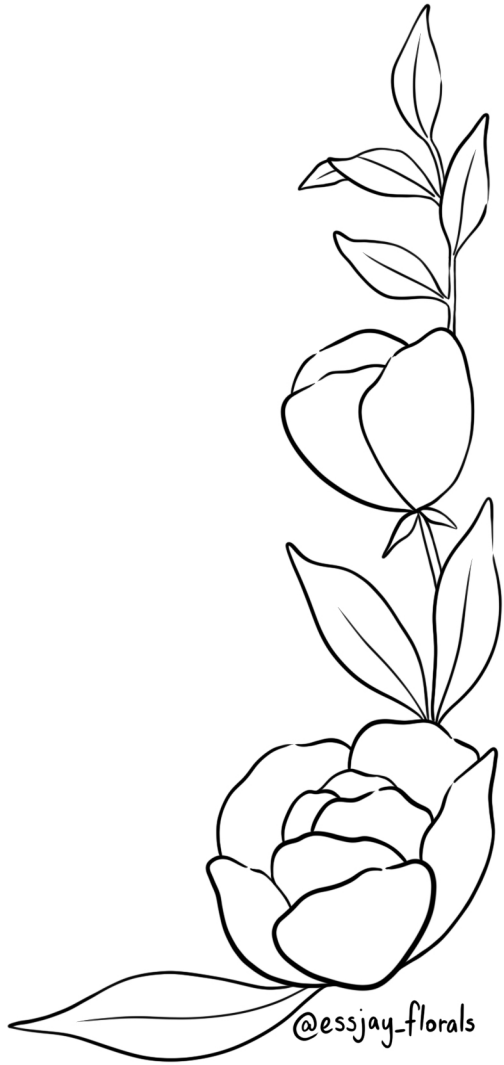ideal daily routine