

WORKING MEMORY

Automating the Boring Stuff

Step 1: Pick Your Pain

WHICH TASKS STEAL THE MOST ENERGY OR GET FORGOTTEN? (PICK 1-2)

- | | |
|--|--|
| <input type="checkbox"/> Checking emails | <input type="checkbox"/> Taking meds/supplements |
| <input type="checkbox"/> Booking appointments | <input type="checkbox"/> Setting up the workday |
| <input type="checkbox"/> Paying bills | <input type="checkbox"/> Laundry / Dishes |
| <input type="checkbox"/> Logging into meetings | <input type="checkbox"/> Tracking habits |
| <input type="checkbox"/> Other: _____ | |

Step 2: Take It Off Your Brain

1. Routine It

"It happens the same way every time."

Example: "I always empty the dishwasher while the kettle boils."

2. Schedule It

"Your calendar does the remembering."

Example: "Alexa, remind me to take my meds at 9am every day."

3. Tool It

"Let tech do the heavy lifting."

- Use smart speaker reminders ("Start wind-down at 9pm").
- Add recurring calendar events ("Eat lunch" daily).
- Use ChatGPT to create checklists.
- Pinned note: "3 things I do every morning".

My Commitment

**I WILL
AUTOMATE:**

BY USING:

Automating tasks frees up mental energy for the tasks themselves!