

# WORKING MEMORY

## Automating the Boring Stuff

EXERCISE 17

### 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:**

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**BY USING:**

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***Automating tasks frees up mental energy for the tasks themselves!***