

# META-ROUTINE

## THE MAINTENANCE CHECK-IN

EXERCISE 04

A meta-routine is the check-in that keeps the rest of your systems alive. It stops you from wandering off into "shed-lawnmower-battery" territory.

### Step 1: Pick Your Anchor Time

#### WHEN WILL YOU CHECK YOUR "EXTERNAL BRAIN"?

- Morning (w/ breakfast/coffee)
- Before starting work
- At lunch
- Evening wind-down
- Other: \_\_\_\_\_

### Step 2: Dashboard Check

#### YOUR 5-10 MINUTE SCAN

#### MASTER TASK LIST

Quickly scan: what's coming on or off the list today?

#### CALENDAR

Are there any surprise meetings or hard deadlines?

#### REMINDERS & ALARMS

Do you need to set external cues for transition times?

#### QUICK PRIORITIES

Identify your Top 3 tasks for the session.



# THE SYSTEMS RESET

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## Step 3: The Weekly Reset

Choose a regular time (e.g. Sunday night, Monday morning). Spend **15-30 minutes** calibrating the machine.

REMOVE COMPLETED TASKS

ADD NEW TASKS FROM THE "INBOX"

ADJUST ROUTINES FOR THE COMING WEEK

## STEP 4: REFLECT (after one week)

DID I FEEL LESS "DRIFTY"?

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DID I FORGET FEWER THINGS?

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WHAT NEEDS TWEAKING IN MY META-ROUTINE?

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***"It's not about remembering everything. It's about remembering to check the system that remembers for you."***