

META-ROUTINE

THE MAINTENANCE CHECK-IN

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

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"?

DID I FORGET FEWER THINGS?

WHAT NEEDS TWEAKING IN MY META-ROUTINE?



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