

ASSEMBLY INSTRUCTIONS

SAVE THE WORKFLOW

7 LEVELS · LEVEL 4

3 steps

Write it down once

Nothing to buy

PARTS The job you have now done three times A blank note One sitting

WHAT IT COST YOU Six messages. *Just to get back to where you already were.*

REBUILT FROM SCRATCH

If the check is not in the steps, **it does not happen.**

1

Notice the repeat

NOTICE

Not everything gets saved. The one you have now done three times, the same way, is the one. If you would have to explain it to somebody else this week, that is the one.

2

Write it down as steps, in order

WRITE

What you paste in

What you ask for

What you check

Plain sentences, the way you would tell a new person on their first day. Write the check down with the rest.

3

Give it a name and keep it in reach

KEEP

Somewhere you can get to in five seconds. A note on the desktop is fine. If you cannot find it without looking, you will type the whole thing again.

HERE IS MINE · WORKED EXAMPLE

Once a week I write about a new bill from a site I run called AI Law Tracker. Same four steps every time. Pick a bill, pull the plain language summary, make a featured image, write the post. So I wrote those four down in one paragraph, then I added a fifth. Open the bill and read it myself to verify the data before anything goes out.

NOTICE The job I keep rebuilding

WRITE Its steps, in order

KEEP Its name, and where it lives

Rebuilding it every time means
the process only lives in your head.

 NEXT · GUIDE 10
BUILD AN ASSISTANT