

Daily routine

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1 Trigger

Every daily at the beginning of the (work) day.

2 Duration

8h.

3 Steps

3.1 Start of day

- Catch up on slack messages
- [Review PRs](#)
- Standup

3.2 Throughout the day

- [Go to meetings](#) (some days)
- 1:1 (some days)
- [Write code](#)
- Reply to slack messages
- [Review PRs](#)

3.3 End of day

- [Continuous learning](#)
- [Generate an end of day summary using LLMs](#)
- [Daily review](#)
- [Review weekly plan and align](#)
- [Plan next day](#)