

Daily routine

Tom Rochette <tom.rochette@coreteks.org>

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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

- Review and correct LLM generated summaries of yesterday activities
- Catch up on slack messages (manual)
- [Review PRs](#) (manual)
- Standup (manual)

3.2 Throughout the day

- [Go to meetings](#) (some days) (manual)
- [1:1](#) (some days) (manual)
- [Write code](#) (mainly LLM assisted))
- Reply to slack messages (manual)
- [Review PRs](#) (mainly manual, slightly LLM assisted)

3.3 End of day

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