

Weekly Operating Routine

A repeatable rhythm for running a small project, a side income, or a small business - about 45 minutes a week, in three short blocks.

Why a routine beats motivation

Most small projects stall because the admin piles up invisibly until it feels too big. A fixed weekly rhythm keeps the pile small and makes progress visible even in slow weeks.

Block A - Monday start (15 minutes)

- ☐ Read last week's notes and carry forward anything unfinished
- ☐ Choose the ONE outcome that would make this week a success
- ☐ Choose three supporting tasks - no more
- ☐ Put the three tasks in the calendar with a real time slot

This week's one outcome

Block B - Midweek check (10 minutes)

- ☐ Are the three tasks on track, or does one need to be dropped?
- ☐ Any message, quote, or invoice waiting on me?
- ☐ Anything urgent that arrived and needs a slot?

Block C - Friday close (20 minutes)

- ☐ Record income received and expenses paid
- ☐ File or photograph receipts into one place
- ☐ Send any invoice or follow-up that is due
- ☐ Write three lines: what worked, what did not, what is next
- ☐ Back up or save anything important

Weekly scorecard

Measure	This week	Last week
Money in (\$)		
Money out (\$)		
Hours worked		
New enquiries		
Jobs / sessions completed		

Three lines of reflection

What worked

What did not

What is next

Using AI in this routine

- Ask an AI assistant to turn your three reflection lines into next week's task list.
- Paste an awkward customer message and ask for a polite, clear reply you can edit.
- Ask it to explain a form, invoice, or letter in plain language before you act on it.
- Never paste banking details, SIN, health information, or a customer's private data.