

# 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 (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)