

Weekly routine

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1 Trigger

Every week at the beginning of the (work) week.

2 Duration

5 days.

3 Steps

3.1 Start of week

- [Weekly planning](#)

3.2 Through the week

- [Daily routine](#)

3.3 End of week

- Generate an end of week summary using [LLMs](#) (LLM)
- [Weekly review](#)