

The daily loop.

Four small rituals that hold the whole method up. The evening one is the highest return per minute of anything here, and it is the only one that **still works in a week where every single block gets destroyed**.

Every evening

10 MIN

- ☐ Look at tomorrow's meetings **first**. That is the real denominator.
- ☐ Name **the one thing** that must move, specifically enough to verify.
- ☐ Give it a slot, in the part of the day you are actually good at that work.
- ☐ Multiply your instinct by **1.5**. Do not argue with yourself about it.
- ☐ One slot for the batch of small things.
- ☐ Check you are under **60 percent** blocked. If not, remove something.
- ☐ Notice, deliberately, what will not happen tomorrow.

Every block

INSIDE IT

- ☐ One subject. **No second task held in reserve.**
- ☐ Last five minutes are the **landing**: close, commit, leave a note for next time.
- ☐ Ten minute gap before the next one. The gap is the mechanism, not slack.
- ☐ Record what it actually took. Ten seconds.

Why the landing. A block cut off mid sentence leaves part of your attention behind, and you spend it on whatever comes next.

When the day breaks

4 MIN

- ☐ Say it out loud: the plan is broken. **No half pretending.**
- ☐ Rescue **one** block. Shrinking it counts as saving it.
- ☐ Everything dropped gets a new date or an honest removal. Nothing evaporates.
- ☐ One line on what broke it.

This is the normal case. Half to two thirds of blocks honoured is a good week for anyone with colleagues.

Every Friday

15 MIN

- ☐ Read the week as it happened, not as planned.
- ☐ Three biggest estimate misses. Update the multiplier.
- ☐ What broke blocks, and did it repeat? **Schedule the repeats instead of fighting them.**
- ☐ Anything moved three times: give it a real block, or drop it honestly.
- ☐ Claim next week's one thing before anyone else claims the hours.

A block you did not honour is not a debt you defaulted on. It is an estimate that got updated, which is what estimates are for.