

The Daily Edition

Less noise. More from your day.

In this edition

At a glance Focus AI & work Takeaways Around you Comic Game break



HOW WE WORK

A brief you can use tomorrow

The most useful note does not record every conversation. It captures the decisions, the files that matter and what needs to be checked next.

Why it matters. That turns a productive session into something you can use again.

For you. Summarize one ongoing task: its goal, decisions, evidence and next step.

Three useful next steps

01
EXAMPLE · FOCUS

Finish one thing

Choose one open task that can produce a visible result today.

For you. Keep the plan. Pick the next step whose result you can check.

02
EXAMPLE · LEARNING

Test an assumption

A small test often tells you more than another round of opinions.

For you. Before testing, decide which result would change your decision.

03
EXAMPLE · BREATHING ROOM

Leave room for a break

Not every free hour needs another activity. Leaving a block open can be a good decision too.

For you. Plan a realistic break instead of filling every minute.

Focus

Turn one unfinished task into a visible result.

Learning

Test one assumption instead of collecting more information.

Time out

Leave room for music, books and a quick game.

The little picture *From the pile to the next step.*



AI & work

A good task needs a finish line

“Make it better” leaves a lot unsaid. An observable result makes it clear when the work is good enough.

For you. Add one sentence to your next task: It is done when...

Put the source below the claim

A link helps when readers can see which claim it supports. A general homepage often is not enough.

For you. For an important claim, open the exact original source.

[Google Developer Documentation Style Guide · Citations](#)

Scheduled does not mean successful

A routine can stay on the schedule while producing nothing for days. What matters is its last fully verified run.

For you. Check the result, its timestamp and any errors together.

Takeaways

One question, not a long form

To understand someone, start with one well-chosen, optional question. One answer is more useful than ten assumed interests.

For you. What would make the next edition genuinely more useful?

Find it again. Do not start again.

Old notes matter when they answer a question you have today. Without that connection, even a large archive is just a shelf.

For you. Connect one relevant note to something you are working on now.

Not every update deserves a place

A personal newspaper is selective. It returns to a story when something changes or a deadline approaches.

For you. Before a new edition, check the past seven days.

Around you



EXAMPLE · CITY LIFE

Location first, suggestion second

A great museum across town may not fit between two appointments. Opening hours and travel time belong in the recommendation.

For you. Pick a neighborhood where you already have plans.

EXAMPLE · A SHORT BREAK

Rediscover what is nearby

A change of scene does not always need tickets or a long trip. Three ideas for your next break:

- Take a different street on your way home.
- Browse an unfamiliar subject in a bookstore.
- Find a small park or a quiet spot nearby.

EXAMPLE · EXPLORING

Your next free afternoon

A bookstore, a small exhibition or a walk does not need a full day's itinerary.

For you. Choose one specific idea that fits. Leave some free time unplanned.

Game break

Chess

A tactical puzzle. Your next move counts.

Lichess



<https://lichess.org/training>

Sudoku

Numbers, not news. Choose your level.

Sudoku.com



<https://sudoku.com/>

Connections

Which four words belong together?

NYT Games



<https://www.nytimes.com/games/connections>

Super Oliver World

A quick platformer: run, jump and collect.

CrazyGames



<https://www.crazygames.com/game/super-oliver-world>