

// YOUR STATE FILE WAS WRITTEN BY HAND → NOW IT WRITES ITSELF.

# ROUTINES ON DESKTOP

// automate the daily refresh · for IT Pros · BA · architect · tester · DBA · support · tech writer.

// **PLUG\_IN\_SOURCES** routines need read-access to where work happened yesterday · pick what your team uses

<p><b>CODE &amp; TICKETS</b></p> <p>GitHub / GitLab – yesterday's PRs · Jira / Linear – status changes · CI logs.</p>	<p><b>CONVERSATIONS</b></p> <p>Slack / Teams standup channel · meeting notes · email decisions thread.</p>	<p><b>TEAM BRAIN (WRITE TARGET)</b></p> <p>team-brain/state-shared.md · decisions.md · project-shared.md staleness.</p>	<p><b>NOTIFICATION SURFACE</b></p> <p>Slack DM to steward · email digest · routines-inbox/ folder.</p>
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// **RUN\_THE\_PROMPT** three path-specific versions on the website · pick yours · steward owns the schedule

<code>routines-builder.md</code>	path A · B · C → <a href="https://pickbits.ai/sb">pickbits.ai/sb</a>
"Act as my Routines builder."	One role, one job. Drafts three routine specs in 30 minutes.
"Routines write to team-brain/ only – never back to source systems."	Drafts only. Steward promotes. No surprise Jira comments or Slack posts.
"Cap each prompt under 500 tokens. Schedules pay per-token."	Cost guardrail. A noisy nightly routine can run hot fast.
"Default silent. Notify the steward only when a draft NEEDS REVIEW."	Inbox doesn't fill with "all clear" pings. Only the ambiguous lands.
"First week is shakedown. Tune. Then walk away."	Drafts are noisy on day one. Tighten the prompt by Friday.

// **YOUR\_ROUTINES** three routines the prompt drafts · everything else is bonus

<b>01 STATE-REFRESH</b> nightly · ~02:00	Reads yesterday's PRs, Jira changes, standup notes. Drafts tomorrow's state-shared.md block.	<a href="#">team-brain/</a>
<b>02 PROJECT-STALENESS-CHECK</b> sunday eve	Diff's project-shared.md against the live source-of-truth. Flags stale lines for Monday review.	<a href="#">team-brain/</a>
<b>03 DECISIONS-PROMOTION</b> friday	Scans the week for "we decided X" patterns. Drafts append-entries to decisions.md for confirmation.	<a href="#">team-brain/</a>
<b>+ BONUSES</b> grow over time	<b>Trigger-based:</b> on-PR-merge writes a one-liner · on-Jira-status-change flags scope drift · <b>Notification rules:</b> ping only when a draft <b>NEEDS REVIEW</b> · <b>Cost guardrails:</b> cap tokens per run	<a href="#">platform-side</a>

// **KEEP\_IT\_FRESH**

<p><b>STEWARD'S MORNING PASS</b> ~ 3 min</p> <ol style="list-style-type: none"> <li>Open the routines-inbox or platform draft queue.</li> <li>Skim the night's <code>state-refresh</code> draft. Approve, edit, or reject.</li> <li>Promote to <code>state-shared.md</code>. Notify team if anything material shipped.</li> </ol>	<p><b>ROUTINE TUNE-UP</b> ~ 15 min · monthly</p> <ol style="list-style-type: none"> <li>Review the month's drafts. Any consistently noisy? Tighten the prompt.</li> <li>Any consistently empty? Kill the routine or fix the connector.</li> <li>Watch the token bill. Cap budgets that crept up.</li> </ol> <p>// Module 4 (Connect Your Tools) covers connector scoping.</p>
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full guide + path-specific prompts [pickbits.ai/sb](https://pickbits.ai/sb) // next: Module 4 – Connect Your Tools

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