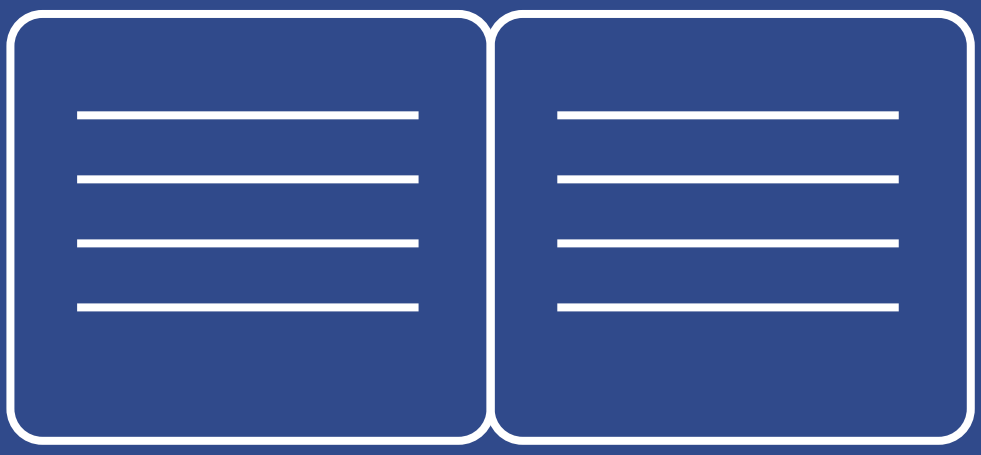
BOOKCHOWK / PRACTICAL MINI BOOKS

The Recurring Task Recipe

Turn a repeated job into a checklist someone can actually use



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One useful result

Turn a repeated job into a checklist someone can actually use. Work through one lesson at a time, then use the three printable worksheets on a real, low-stakes situation.

Your route through this mini book

1. Watch one real run

2. Write actions and decision points

3. Test with a fresh reader

4. Keep the recipe current

Read the lesson, compare the worked example and complete the action. Pages 7-9 are writing sheets; page 10 helps you review the result. The editable Markdown companion contains the same prompts for reuse in a notes app.

For personal learning. Examples are fictional; adapt the worksheets to your situation.

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Watch one real run

Choose a task that repeats often and has a recognisable output. Observe a normal run before writing an idealised checklist. Record inputs, decisions, checks and the finished result. Notice where you pause to search or ask someone. A checklist should support judgment, not hide it. Start with one bounded task so the first version can be tested quickly.

Worked example

“Prepare the weekly attendance summary” is bounded. “Manage the department” is too broad. Watching the summary run reveals a missing input check that the experienced person usually performs from memory.

Try it now

Name a repeated task, its trigger and its final output. Record the steps from one actual attempt.

NOTICE → CHOOSE → TRY → REVIEW