

# PUT YOUR AI ON A SCHEDULE

*The biggest AI unlock isn't a better prompt — it's AI that runs without you. The five scheduled routines I run every week, and the anatomy of a routine that actually works.*

BY DANIEL RIVERA — DANIEL ON PURPOSE · RIO GRANDE VALLEY, TX · 2026

Chat is you pulling. Routines are AI pushing. Claude's scheduled tasks (Cowork routines) run written instructions on a schedule — with access to your files, email, and calendar — so the work is already done when you sit down.

## 01 THE FIVE ROUTINES I RUN

ROUTINE	WHEN	WHAT IT REPLACES
Meeting-notes sync	Daily	My AI recorder's transcripts get filed into my knowledge vault automatically — institutional memory, zero typing
Inbox triage	Weekdays 8:00	Morning email sorting — AI labels what slipped through my filters (Guide N° 10)
Monday briefing	Mondays 7:30	The "what's this week look like" scramble — calendar, urgent email, open loops, top 3 (Guide N° 09)
Grant watch	Mondays 8:30	Finding out about funding deadlines two weeks too late (Guide N° 08)
Newsletter draft	Fridays	Reconstructing my week from memory to write the weekly update (Guide N° 07)

## 02 THE ANATOMY OF A ROUTINE THAT WORKS

I've written routines that worked and routines that produced padded garbage. The difference is always these five parts:

- 01 Identity and context up front.** "Run this for [who you are, what you do, what makes you eligible/different]." The routine runs without you there to clarify — so the context has to live in the instructions.
- 02 Point at specific sources.** Name the exact sites, connectors, folders, or files to check. "Check the news" produces mush; "check these five funder sites + this filtered search" produces signal.
- 03 Structured output, defined sections.** Spell out the exact report format. And add my favorite line: "If nothing qualifies in a section, say so in one line — do not pad."
- 04 A permanent home.** End with "append the dated report to [one file], newest on top."

Reports you can search beat chat scroll you'll never find again.

**05 Guardrails.** What it must never do: never delete, never send, never touch [protected thing]. And a safety check before it acts (see Guide N° 10 for the pattern).

## 03 THE SKELETON – STEAL THIS

FILL IN THE BRACKETS, PASTE AS A SCHEDULED TASK

```
Run [THE TASK NAME] for [WHO YOU ARE – role, org, the context that changes the answers]. Today's date matters: [any date math it should do].
```

```
Check these sources:
```

- [SOURCE 1 – exact site / connector / folder]
- [SOURCE 2]
- [SOURCE 3]

```
Report ONLY what's actionable, in these sections:
```

1. [SECTION 1 – what belongs in it, what details each item needs]
2. [SECTION 2]
3. [SECTION 3]

```
If nothing qualifies in a section, say so in one line – do not pad.
```

```
Append the dated report to [ONE FILE PATH] (create if missing, newest entry at top).
```

```
Guardrails: [never send / never delete / never touch X]. If [something looks wrong], stop and report instead of acting.
```

## 04 WHERE TO START

Pick the thing you already do every Monday morning – the mental checklist you run before the week starts. That's your first routine, and Guide N° 09 is a working template for it. One good routine buys you back 30 minutes a week forever; five of them change what one person can run.

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