

Morning Tasks — Daily Routine

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Standard routine to complete every working morning.

Steps (in order)

1. **Teams** — mark yourself as Available in Teams
2. **Timesheet** — update Samsaran timesheet (also CTO if needed)
3. **Calendars** — check calendar for meetings, deadlines, events
4. **VDI** — open OneVDI session
5. **Activity logs** — track any missing activity logs
6. **iNeed DS dashboard** — review open tickets in the DS dashboard
7. **Email** — check inbox
8. **Pinned emails** — review 2 pinned/old emails (follow up or archive)
9. **Archive** — archive 1 file
10. **Obsidian import** — import 1 Obsidian page to Support Tracker
11. **Server** — add 1 server to the inventory

Notes

- Goal is incremental: 1 server, 1 import, 1 archive per day = steady progress
- CTO timesheet only when needed