

The Weekly Maintenance Habit

Fifteen minutes, once a week. Capture three things while the work is still warm.

1 **What you delivered**
What shipped, closed, or launched—the outcome, not the activity.

2 **The number, if there is one**
Dollars, percent, headcount, timeline, “Nine days to five”—not “improved.”

3 **The part only you'd know**
The call you made. The constraint you beat. Gone first, matters most.

WHAT IT LOOKS LIKE

Project management

Closed the vendor migration two weeks early. Held the rollback open to—the call that saved us. Zero downtime on a system 400 people touch daily.

Finance / analysis

Built the variance model that caught the \$1.3M forecasting gap before the board deck. Nobody asked—I noticed the trend line didn't reconcile and dug in.

Clinical / healthcare

Redesigned the discharge handoff after the third near-miss; readmissions dropped that quarter. Got nursing and pharmacy aligned—the actual hard part.

THIS WEEK'S ENTRY

Print it. Keep it by your desk. Friday. Fill it in.

Delivered _____

Number _____

Only I'd know _____

Maintained, not reconstructed.

Start this week: open a note, add three headers, write three lines on Friday.

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