
PERSONAL PRODUCTIVITY / PROCEDURE DESIGN

Personal SOPs: *Compression* That Ships

Procedures should shrink under stress, not expand; the minimum viable day beats the fantasy maximal spreadsheet.

SYSTEM ARCHETYPE 057

SOPs / *Routines* /

Personal SOPs turn daily routines into repeatable systems with owners, metrics, and drift control—cousin to business process, but intimate to energy and family reality. Pair with second brain storage, deep work

blocks, [modular systems](#) thinking, and [entropy](#) when checklists rot unread.

"A routine you cannot run on a bad day is a fantasy with bullet points."

1. SOPs *as Infrastructure*

Household and work SOPs need boundaries so family rituals are not colonized by productivity cosplay. The adult version of routines is to document assumptions about fourteen low-sleep days in a row and how the SOP degrades gracefully. Metrics are guardrails, not judges. Read [feedback delays](#) between skipping a step today and the crisis it seeds next quarter.

Checklists fail when they are too long; compress to triggers, constraints, and done definitions a tired brain can follow. If motivation drops, interrogate each step has an owner, a tool, and a time box—not vibes and guilt. Compression beats accumulation in procedures. Run [inversion](#) on the routine: three ways it optimizes theater instead of outcomes.

Automation attaches to SOPs; vague intentions cannot be automated, only procrastinated in prettier fonts. Stress the system by assuming whether to shorten, merge, or delete rituals that consume willpower without yield. Automation needs honesty first. Treat routines as modular systems with inputs, owners, and upgrade paths.

Metrics beat vibes: pick three numbers that actually predict a good week—deep hours, workouts, pipeline moves. Second-order thinkers ask how partner routines interact with whether the checklist protects health or steals it for hustle optics. When doubt appears, delete a step before adding a hack. Read feedback delays between skipping a step today and the crisis it seeds next quarter.

Morning and evening stacks anchor sleep, movement, and planning—design them like critical infrastructure, not inspiration. When travel disrupts rhythm, the policy should specify minimum viable routine, optional stretch layers, and explicit skip rules without shame spirals. If two people cannot run the checklist, simplify it. Run inversion on the routine: three ways it optimizes theater instead of outcomes.

Version SOPs like code: date, author, change log—blame the procedure, not the person, when drift appears. Monthly audits should reconcile school schedules, health surprises, and predictable chaos windows. Boring SOPs beat brilliant intentions. Treat routines as modular systems with inputs, owners, and upgrade paths.

2. Morning *and Evening*

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Weekly reviews are the balancing loop that keeps SOPs honest when reality changes faster than documents. A serious SOP sheet should publish minimum viable routine, optional stretch layers, and explicit skip rules without shame spirals. Versioning is kindness to future-you. Store SOPs where second brain habits keep versions from rotting in chat threads.

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3. Checklists *that Ship*

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4. Reviews *and Drift*

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5. Metrics *not Theater*

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6. Household *Boundaries*

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7. Versioning *and Automation*

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PERSONAL SOP ROLLOUT

01

Minimum viable day

Non-negotiable five steps or fewer.

02

Weekly review

Metrics, drift, edits to the SOP file.

03

Stress test

Bad sleep week playbook—what shrinks.

04

Repository

Where the living doc lives; who owns updates.

8. Atlas *Integration*

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Build the *lattice*, not the legend.

Return to the Reading hub for essays, tools, and the rest of the 100-topic map.

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