

# The Four-Page Workspace Structure

Keep current work, daily notes, decisions and goals easy to distinguish. Then check that the chat can read the material you supplied.

## Copy this prompt

Use the relevant page content I supply or an authorized connection. Find the latest decision for [project]. Show its date, source page and supporting text. Flag conflicting decisions or inaccessible pages. Do not claim to have read a page you cannot access.

## Your checklist

### 1. Current work

Project | current status | owner | blocker | next action | relevant source links.

### 2. Daily notes

Date | what changed | work completed | open questions | links back to the project.

### 3. Decisions

Decision date | choice | reason | project link | source | decision replaced, if any.

### 4. Goals

Outcome | why it matters | target date, if set | progress evidence | next review. Keep aspirations separate from completed work.

## Worked example

A decision dated Sep 10 replaces the Sep 3 draft only when the record says so. A newer daily note that merely mentions an option does not automatically approve it.

## Your next check

Summarize what changed since the last checked project update. Cite the pages you actually used. List anything you could not access and any decision that still needs confirmation.

Read online: [keybuilds.ai/notion](https://keybuilds.ai/notion)