

Simple Personal AI Dashboard Checklist

Beginner-Friendly • Calm by Design • One Page

INCLUDE — Only what helps you feel clearer

- **One clear focus:** What matters most right now? One sentence is enough.
- **A small space for questions or thinking:** Things you don't understand yet, decisions you're thinking through, or simple questions.
- **Short summaries:** Highlights and takeaways, not full information.
- **Gentle reminders (optional):** Only reminders that reduce mental load, not pressure.
- **Notes you don't want to lose:** Useful explanations, insights, or good questions.

INTENTIONALLY EXCLUDE — This keeps it simple

- Too many sections or complex layouts
- Long task lists or productivity tracking
- Raw or unfiltered information
- Constant updates, feeds, or noise
- Anything you feel you "should" include

Final sanity check

For every item, ask: **“Does this make me feel clearer or heavier?”**

Clear → keep it Heavy → remove it

Remember the goal

Your personal AI dashboard is a thinking aid, not a system. It should feel like a quiet notebook with help — nothing more.