

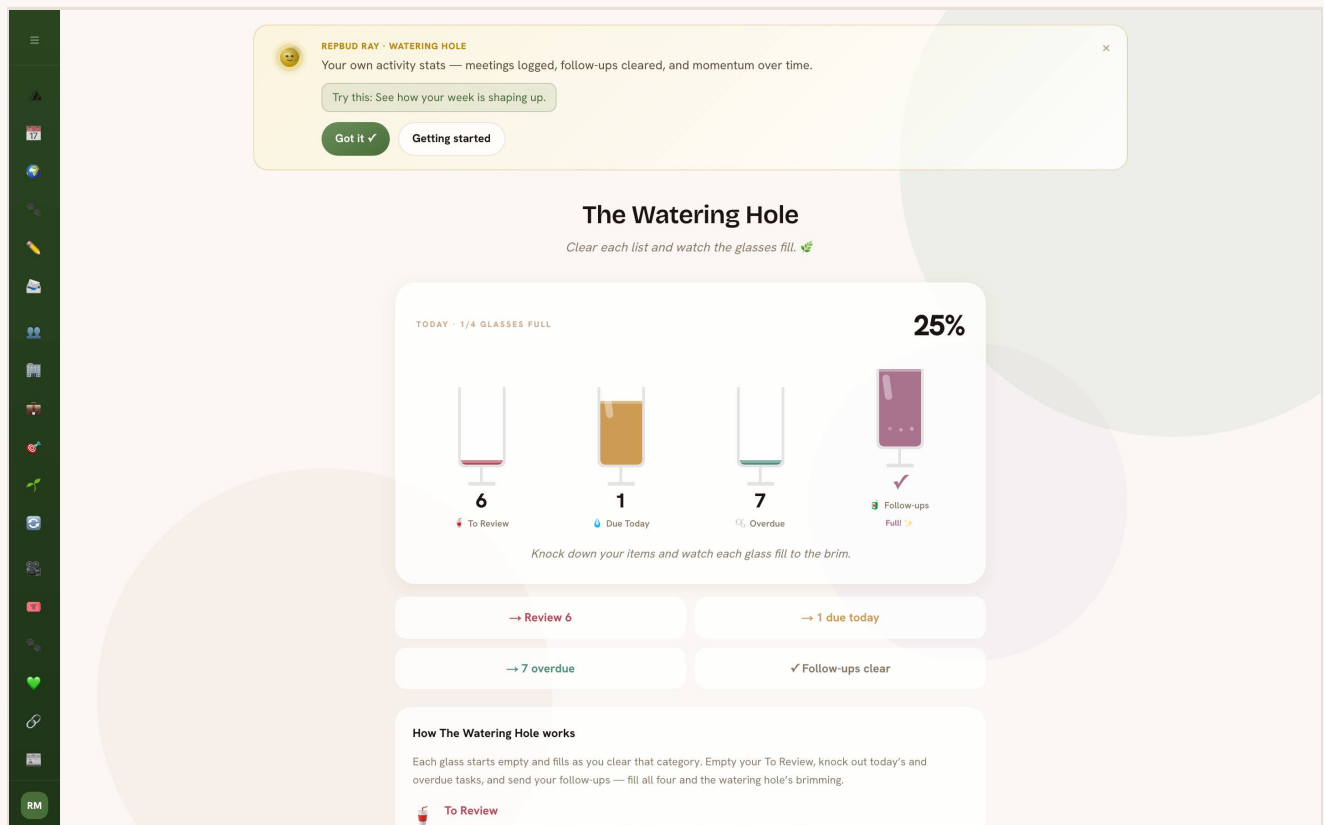


DAILY FLOW

Clear your day

The Watering Hole turns your to-do list into four glasses — clear a category and its glass fills. Here's how to empty your day.

Covers `/dashboard/stats` · for rep, dmc



The steps

01 Open the Watering Hole

The Watering Hole gathers the four things that pile up in a day into one calm view.

02 Four glasses, one goal

A glass starts low and fills as you clear that category — the percentage and glasses full count at the top track your whole day.

03 To Review

The first glass is your Lantern — emails, messages and field notes waiting to be approved and logged or archived.

04 Due Today & Overdue

The middle glasses are your tasks: what's due today, and anything past its date. Clear them off The Trail to fill them.

05 Follow-ups

The last glass holds meeting follow-ups you've drafted but not sent yet — send them to top it up.

06 Jump straight to a list

Each glass has a shortcut button beneath — tap one to go and clear that category, then come back.

07 Fill them all and celebrate

When the last category clears, the bar reads 100% and the watering hole brims — a small well-earned moment.

Next: Review your inbox (The Lantern)

Questions

What are the four glasses?

To Review (your Lantern inbox), Due Today and Overdue (your tasks), and Follow-ups (drafted meeting replies waiting to send). Clear a category and its glass fills.

Why is a glass low or empty?

A glass reflects how much of that category is still outstanding — the more items left, the lower it sits. Clear them and it rises to the brim.

What happens when I clear everything?

The header hits 100%, the glasses show a +, and a short confetti celebration fires the moment the last category clears.

Where do the quick-link buttons take me?

Straight to that category — To Review, your Tasks (The Trail) or your Follow-ups — so you can clear it and watch the glass fill on your way back.