

Design Your Memory Layer

One Hour to Agents — Hour 2 · Apply-It Worksheet · OPTIMUS

Design Your Memory Layer

Four memory tiers: journal (automatic, recent), snapshots (automatic, crash insurance), named memories (/remember — deliberate), semantic search (/search — everything else, by meaning). One workflow, four decisions, working memory layer.

Scope: one coffee. 8-12 minutes, a pen, one real situation. No hypotheticals.

1 · The situation

Name the ONE recurring workflow getting the memory layer (weekly review, client intake, content pipeline...). What happens in it, start to finish?

2 · Apply the framework

1 · Journal — what should it handle? (Trick question: nothing. It's automatic.) Write the habit change instead — where do you keep restarting cold? _____

2 · Snapshots — what should they catch? (Also automatic.) What longer work arc will you now trust to the save-point? _____

3 · /remember — the deliberate memories. Most workflows need 2-3. Draft them like briefings:

/remember _____ : _____

/remember _____ : _____

/remember _____ : _____

4 · /search — what stays unfiled on purpose? The ideas, rejected options, maybe-laters you'll find later by meaning: _____

3 · What changes now?

One concrete action, small enough to start **today**. File the 2-3 /remember entries above, open a FRESH session, and run the workflow with one sentence.

I will: _____

By (date): _____

4 · Where else does this apply?

Name the *next* place in your work the same framework fits. (This is your seed for next week.)

Finished this? Next time you land in the portal, the recommender will surface your next series. Keep the sheet — revisit it next week and see what moved.