Time your loop

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> trips in → plan the day → run the day → get paid

1 Ten-day timing log

A few numbers a day for two weeks. The plan time tells you whether you have a plan or a scramble. Completion to claim tells you whether you are spending your resubmission window.

Date	Time tomorrow's plan was finished	Riders confirmed the day before?	Trips replanned today	Days: completion → claim sent	What cost the most time

2 Intake inventory

Every way a trip can reach you, including the text to someone's personal phone. A plan built from four inboxes is missing a trip.

Channel	Who receives it	Where it lands	Checked before accepting?

The exception playbook

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3 Four exceptions, one default each

Written down, these become routine. Undocumented, they leave with whoever currently handles them.

Event	The default	Who decides	Who tells the rider/facility
A trip cancels			
A driver calls out			
A will-call comes in			
A rider is a no-show			

4 The handoff test

Hand tomorrow's plan to someone who did not build it. Whatever they have to ask about is what lives in one person's head.

Could someone else run tomorrow from what is written?		Questions they had to ask	
What lived only in one person's head			

5 Captured at the curb

Before the driver pulls away. None of this can be honestly reconstructed on Friday, and a claim built from memory is a denial with a delay on it.

What	Captured how, today	Missing how often
Attestation or signature		
Odometer		
Actual pickup and drop times		
Anything unusual about the trip		
Score this component (1–10)		