

HQ FIELD GUIDE

Schedule company work. Not a script on one laptop.

Run recurring skills and agents from shared company context, send results to the right destination, and keep ownership, review, history, and exceptions visible to the team.

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- 01 For operations leaders and functional managers
 - 02 Reliable recurring work that the team can review, improve, and continue when the original operator is unavailable.
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THE CURRENT COST

The task repeats. The setup repeats with it.

Recurring work becomes fragile when its schedule, source context, credentials, delivery step, and quality bar belong to one operator or machine.

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- 01 Someone has to remember: A valuable daily or weekly workflow still depends on a person starting, briefing, and delivering it.
 - 02 The automation is private: Only the creator knows where it runs, what it uses, and how to take over when it breaks.
 - 03 The same mistakes recur: Feedback on one result does not update the shared context or method used by the next scheduled run.
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THE HQ WORKFLOW

Schedule the whole workflow, including the team around it.

HQ ties the trigger to company context, governed tools, a visible owner, an output destination, and a review loop.

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- 01 Package the recurring method: Define the sources, instructions, tools, output format, and checks as a shared skill or agent responsibility.
 - 02 Set the schedule and destination: Choose when it runs, where the result goes, who owns review, and what happens when an input is missing.
 - 03 Review and improve the next run: Inspect the first result with a teammate and save the correction into the company-owned workflow.
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PROOF AND EXAMPLE

Recurring work is trustworthy when the team can inspect the system.

A real operating workflow makes the schedule, owner, source, result, history, and exception path visible instead of hiding them inside a local automation.

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| 01 | Run contract: The trigger, inputs, tools, output, owner, and review requirement are explicit. |
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| 02 | Shared delivery: Results arrive in a destination the team already uses instead of a private log. |
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| 03 | Durable history: Past runs and corrections give the next reviewer context when something changes. |
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Examples are anonymized. Named customer claims and proprietary artifacts require recorded approval before public reuse.

START SMALL

Schedule one workflow the team already relies on.

Choose a narrow routine with a known destination and reviewer, then prove that the first run completes and can be improved by someone else.

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- 01 Turn one recurring task into a shared skill or agent responsibility
 - 02 Assign its schedule, destination, owner, and exception path
 - 03 Review the first run with a teammate and save one improvement
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TRY HQ

Make the next run company-owned from the start.

Begin with one recurring task, one visible owner, and one reviewed result that gets better the next time it runs.

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- 01 Reduce dependence on one operator or laptop
 - 02 Make results and failures visible to the team
 - 03 Carry corrections into the next scheduled run
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