



THE DAILY LIFE ENGINE

Personal Operating System

User Manual & Onboarding Guide

Field: Human Life · Engine 2 of 12 · Offline.Ltd

14 TOOLS	1 FILE	 OFFLINE	 FREE UPDATES
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This manual covers every tool in The Daily Life Engine: your dashboard, journal, goals, habits, calendar, budget, savings, personal CRM, mindfulness timer, health log, tasks, notes, vault, and weekly review. It includes step-by-step instructions, keyboard shortcuts, troubleshooting, and a full glossary.

Version 1.1 · For use with The_Daily_Life_Engine.html

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1. Getting Started

The Daily Life Engine is a single HTML file. No installation, no server, no internet required. Open it in any modern browser and your personal operating system is ready.

System Requirements

BROWSER	VERSION	NOTES
Chrome / Edge	90+	Full support including Web Crypto for encryption
Firefox	88+	Full support
Safari	15+	Full support; File API may prompt for permission
Mobile browsers	Latest	Fully responsive layout; tap targets sized for touch

How to Open

Double-click `The_Daily_Life_Engine.html` or drag it into your browser. It opens instantly. No build steps, no dependencies.

PRO TIP

Email the HTML file to yourself so it is always one search away on every device you own.

The Welcome Screen

On first launch, a welcome modal introduces the Command Palette (Ctrl/⬛+K) and explains that all data stays in your browser. Dismiss it to land on the Dashboard.

2. Interface Overview

The interface is divided into four zones: header, tab bar, content area, and disclaimer bar.

The Header

The red backslash (\) is the Offline.Ltd brand mark. It appears at the left of the header alongside the product name. The right side shows the field (Human Life) and the knife path (/daily-life).

The Tab Bar

Fourteen tool tabs in the left group: Dashboard, Journal, Goals, Habits, Calendar, Budget, Savings, CRM, Mindfulness, Health, Tasks, Notes, Vault, Review. Two system tabs on the right: ■ Files (with an amber unsaved-changes dot when data is modified) and ? Help.

The Content Area

Each tool has its own panel with input fields, stat cards, lists, and action buttons. Panels scroll independently and are fully responsive.

The Disclaimer Bar

Fixed at the bottom: reminds the user that all data is stored locally and links to the Files tab for export. The version number (v1.0) is displayed on the right.

3. Saving & File Management

The Daily Life Engine auto-saves to your browser's localStorage every 400ms after any change. The **Files** tab provides full export and import capabilities.

Auto-Save

Every modification triggers a 400ms debounced save to localStorage. An amber dot appears on the **Files** tab when unsaved changes exist. It disappears once persisted.

Exporting State

1. Click the **Files** tab. 2. Click 'Export JSON (Plain)' for a plaintext backup, or 'Export Encrypted' for AES-256-GCM protection. 3. Choose a passphrase (encrypted only). 4. The file downloads automatically.

Importing State

1. Click **Files**. 2. Click 'Import Plain JSON' or 'Import Encrypted'. 3. Select the file. 4. Enter the passphrase (encrypted only). 5. The page reloads with your data.



CAUTION

Importing **overwrites** all current data. Export your current state first if you want to keep it.

Storage Full Protection

If localStorage fills up, a red banner appears across the top of the screen with a forced export button. This prevents data loss. The Files tab shows current storage usage.



PRO TIP

Name your export files by date and context: *daily-life-engine.state_2025-06-15.json*. Keep backups in a cloud-synced folder for safety.

4. Dashboard

Your day at a glance. The Dashboard pulls live data from Journal (mood trends), Habits (today's streak), Calendar (upcoming appointments), Tasks (active count), Budget (weekly spend), Health (recent sleep/energy), and Goals (progress). The Life Insights Engine surfaces patterns across all your data.

Inputs

FIELD	DESCRIPTION
Today's Mood	Emoji from your latest journal entry
Week Mood Avg	Average mood score (1–5) over the past 7 days
Active Tasks	Count of incomplete tasks
Today Appts	Appointments scheduled for today
Habits Today	Done / due habits for today
Budget Left	Remaining weekly budget after expenses
Avg Sleep (7d)	Average sleep hours over the past week

Use Cases

Start every morning on the Dashboard. It gives you a complete picture of your day without switching tools.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Insights are not updating	Insights require data from multiple tools. Add journal entries, habits, and expenses first.
Stats show zero	Ensure data exists in the relevant tools. The dashboard reads live data.

5. Journal

Daily entries with mood tracking (1–5 emoji scale), gratitude practice, and full-text search. Mood data feeds the Dashboard and Weekly Review.

Tab: Journal

Inputs

FIELD	DESCRIPTION
Date	Defaults to today; can be backdated
Mood	Tap one of five emoji: 🟩 🟨 🟧 🟦 🟪
Title	A headline for the day
Entry	Free-form text, as long as you like
Gratitude	Three things you are grateful for

Stats / Outputs

STAT	DESCRIPTION
Total Entries	All-time entry count
This Month	Entries this calendar month
Avg Mood	Average mood score
Day Streak	Consecutive days with an entry

Use Cases

Write daily to build a searchable record of your life. The gratitude field is linked to wellbeing research.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Entry not saving	Both title and entry body are empty. Add at least one.
Search not finding entries	Search checks title, body, and gratitude fields. Check spelling.

6. Life Goals

Set long-term goals with categories, deadlines, milestones, and progress bars. Active goals appear on the Dashboard.

Tab: Life Goals

Inputs

FIELD	DESCRIPTION
Goal	What you want to achieve
Category	Career, Health, Financial, Education, Relationship, Personal, Creative, Travel, Spiritual
Target Date	Optional deadline
Progress (0–100)	Slider and numeric input
Milestones	Comma-separated steps

Stats / Outputs

STAT	DESCRIPTION
Active	Goals not yet completed
Completed	Goals marked done
Avg Progress	Average progress across all goals

Use Cases

Break big dreams into milestones. Update progress regularly to stay motivated.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Progress slider not updating	Drag the slider or type a number. The value must be 0–100.
Completed goal reappearing	Click 'Reopen' to toggle completion status.

7. Habit Tracker

Daily, weekday, or weekly habits with streak tracking. Check off each day and watch your consistency grow.

Tab: Habit Tracker

Inputs

FIELD	DESCRIPTION
New Habit	Name of the habit
Frequency	Daily, Weekdays, or Weekly

Stats / Outputs

STAT	DESCRIPTION
Total Habits	Number of tracked habits
Completion Today	Checked / due for today
Best Streak	Longest consecutive completion

Use Cases

Start with 2–3 small habits. Add more once they become automatic.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Habit not showing today	Check frequency setting. Weekday habits hide on weekends.
Streak reset unexpectedly	Streaks count consecutive days. Missing one day resets to zero.

8. Calendar

Monthly calendar view with appointment management. Categorize events and add notes. Upcoming appointments show on the Dashboard.

Tab: Calendar

Inputs

FIELD	DESCRIPTION
Title	Appointment name
Date	The date of the event
Time	The time of the event
Category	Personal, Work, Medical, Social, Finance, Other
Notes	Optional details

Use Cases

Use the calendar for time-bound events. Use Tasks for things that need doing but have flexible timing.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Events not showing on calendar	Ensure the date is in the currently viewed month. Use Prev/Next to navigate.
Past appointments greyed out	This is intentional—past events are dimmed for clarity.

9. Weekly Budget

Set a weekly spending limit, log expenses by category, and track against your budget. The budget bar shows category breakdowns.

Tab: Weekly Budget

Inputs

FIELD	DESCRIPTION
Weekly Budget	Your spending limit for the week
Currency	Symbol shown next to amounts (default: €)
Description	What the expense was for
Amount	How much you spent
Category	Food, Transport, Entertainment, Shopping, Bills, Health, Education, Other
Date	When the expense occurred

Stats / Outputs

STAT	DESCRIPTION
Week Total	Sum of this week's expenses
Budget Left	Remaining budget for the week
Biggest Category	Category with highest spend

Use Cases

Log every expense as it happens. The category breakdown reveals spending patterns you might miss.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Week resets on wrong day	Weeks start on Monday by default. This is controlled by the weekStart setting.
Budget shows negative	You have overspent. The remaining amount clips to zero in the display.

10. Savings Goals

Set savings targets with deadlines, track contributions, and watch progress bars fill. Pairs with Budget to identify savings potential.

Tab: Savings Goals

Inputs

FIELD	DESCRIPTION
Goal Name	What you are saving for
Target Amount	How much you need
Saved So Far	Current savings toward this goal
Target Date	When you want to reach the goal

Stats / Outputs

STAT	DESCRIPTION
Total Saved	Sum across all goals
Goals Active	Number of active savings goals
Avg Progress	Average completion percentage

Use Cases

Deposit to savings goals regularly. Even small amounts compound over time.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Progress bar not moving	Ensure 'Saved So Far' is updated. Use the deposit function on each goal card.
Goal showing 100% but not completed	Mark it as completed manually if desired.

11. Personal CRM

Track contacts with birthdays, reach-out frequency, last contact date, and relationship notes. Color-coded alerts show when it is time to reconnect. Interaction logs keep a history.

Tab: Personal CRM

Inputs

FIELD	DESCRIPTION
Name	Full name
Relationship	Family, Friend, Colleague, Professional, Acquaintance, Other
Email	Email address
Phone	Phone number
Birthday	For birthday reminders
Reach Out Every (Days)	How often you want to reconnect
Notes	How you met, interests, etc.

Stats / Outputs

STAT	DESCRIPTION
Total Contacts	Number of contacts
Need Reach Out	Contacts past their reach-out interval
Logged Interactions	Total logged interactions across all contacts

Use Cases

Log every meaningful interaction. The CRM alerts you when someone is overdue for a check-in.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Contact not found in search	Search checks name, email, and notes fields.
Reach-out alert showing for new contact	New contacts start with no last-contact date. Log an interaction to start the timer.

12. Mindfulness

Timer for meditation, breathing, body scan, gratitude, visualization, and free sessions. Tracks session history and total minutes practiced.

Tab: Mindfulness

Inputs

FIELD	DESCRIPTION
Session Type	Meditation, Breathing, Body Scan, Gratitude, Visualization, Free
Duration (Minutes)	Quick-select buttons for 5, 10, 15, 20, 30 or enter a custom value

Stats / Outputs

STAT	DESCRIPTION
Total Sessions	All-time count
Total Minutes	Cumulative practice time
This Week	Sessions completed this week

Use Cases

Even 5 minutes of daily practice has measurable benefits. Use the timer and log consistently.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Timer not starting	Click the Start button. Ensure duration is set to at least 1 minute.
Session not logged	Sessions are logged when the timer completes or you stop it manually.

13. Health Log

Log sleep, water intake, exercise, and energy levels daily. Spot patterns over time.

Tab: Health Log

Inputs

FIELD	DESCRIPTION
Date	Defaults to today
Sleep (Hours)	Hours slept, in 0.5 increments
Water (Glasses)	Glasses of water consumed
Exercise (Minutes)	Minutes of physical activity
Energy (1–10)	Self-reported energy level
Notes	Symptoms, meals, medications

Stats / Outputs

STAT	DESCRIPTION
Avg Sleep	Average hours over recent logs
Avg Energy	Average energy level
Total Logs	Number of health entries

Use Cases

Consistent tracking reveals patterns between sleep, exercise, and energy that you would otherwise miss.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Duplicate entry for same date	Each log is independent. Delete duplicates manually if needed.
Energy out of range	Energy is clamped to 1–10 by input validation.

14. Tasks

Simple, prioritized task management with due dates and categories. Filter by all, active, or done. Active count feeds the Dashboard.

Tab: Tasks

Inputs

FIELD	DESCRIPTION
Task	What needs doing
Priority	High, Medium, Low
Due Date	Optional deadline
Category	Personal, Work, Home, Errand, Other

Stats / Outputs

STAT	DESCRIPTION
Active	Incomplete tasks
Done	Completed tasks
High Priority	Tasks marked High

Use Cases

Keep your task list lean. If it grows past 15–20 items, some are probably goals or calendar events in disguise.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Task not showing	Check the filter buttons: All, Active, Done.
Cannot edit a task	Tasks are simple records. Delete and re-add to change details.

15. Notes

Free-form notes with tags and search. Use for ideas, recipes, references, lists — anything that does not fit elsewhere.

Tab: Notes

Inputs

FIELD	DESCRIPTION
Title	Note title
Tag	A tag for organizing: idea, recipe, reference, etc.
Content	Free-form text body

Use Cases

Notes is the catch-all. Anything that is not a task, journal entry, or goal belongs here.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Note disappeared	Check the search field — it may be filtering. Clear search to see all notes.
Editing overwrites	When editing, the form populates with the note. Save overwrites the original.

16. Quick Vault

Quick-reference storage for service credentials and recovery codes. Entries are stored **unencrypted** in localStorage and in plain JSON exports. For sensitive passwords, use a dedicated password manager.

Tab: Quick Vault

Inputs

FIELD	DESCRIPTION
Service / Label	e.g. Gmail, Netflix
Username	Username or email
Password / Secret	Password or code
Notes	URL, recovery codes, etc.

Use Cases

Use this for low-sensitivity quick-reference items only. The encrypted export protects the file but entries remain cleartext within the running app.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Password visible	Click Show/Hide to toggle password visibility.
Is this secure?	No. This is explicitly not a secure password manager. Use Bitwarden, 1Password, or similar for sensitive credentials.

17. Weekly Review

Aggregates the entire week: journal entries, habit completion, budget status, health averages, tasks completed, and mindfulness minutes. Save snapshots to compare weeks over time.

Tab: Weekly Review

Inputs

FIELD	DESCRIPTION
Wins This Week	What went well
Challenges	What was difficult
Lessons Learned	What you learned
Next Week Priorities	Checklist of priorities for next week

Stats / Outputs

STAT	DESCRIPTION
Journal Entries	This week's entry count
Habits Completed	Habit check-offs this week
Budget Spent	This week's expense total
Mindful Minutes	This week's practice time

Use Cases

Do a weekly review every Sunday. It takes 10 minutes and transforms how you plan the coming week.

Common Difficulties

PROBLEM	CAUSE & SOLUTION
Stats show zero	Stats pull from the current week. Ensure data exists in other tools.
Past reviews not showing	Click 'Past Reviews' to toggle the archive.

18. Command Palette

Press **Ctrl/⌘+K** anywhere to open the Command Palette. Type in natural English and the Engine routes your input to the right tool. No menus, no context switching.

Supported Prefixes



PREFIX	EXAMPLE	ACTION
journal:	journal: grateful for sunshine, mood 5	Creates a journal entry
expense:	expense: 14.80 coffee food today	Logs an expense
habit:	habit: workout done	Marks a habit as completed
task:	task: call mom tomorrow high priority	Creates a task
schedule:	schedule: dentist next friday 10am medical	Adds a calendar appointment
goal:	goal: read 12 books +15%	Updates a goal's progress
contact:	contact: logged call with sarah	Logs a CRM interaction
save:	save: deposit 50 to emergency fund	Adds to a savings goal

■ PRO TIP

The Command Palette is the fastest way to add data. Build the muscle memory of **Ctrl+K** and you will rarely need to click through tabs.

19. Keyboard Shortcuts

All keyboard shortcuts available in The Daily Life Engine.

Ctrl /  + K	Open the Command Palette
Ctrl /  + S	Export full state as JSON
Esc	Close any open modal, dialog, or the Command Palette
Enter	Submit the current Command Palette input or confirm a modal dialog
Tab	Cycle focus between elements within modals (focus trap)

20. Troubleshooting

JavaScript Disabled

The entire application depends on JavaScript. Ensure it is enabled in your browser settings.

Data Missing After Browser Update

Some browsers clear localStorage during updates. Export regularly to avoid loss. Use the encrypted export for extra protection.

Geolocation Not Used

This knife does not use geolocation. All data is entered manually.

Wrong Calculations on Budget

Ensure your weekly budget value is set correctly in the Budget tab. Expenses are summed for the current Monday–Sunday week.

Mobile Tab Bar Overflow

On narrow screens, the tab bar scrolls horizontally. Swipe left to reveal more tabs.

Import Fails

Ensure the file has the correct *knife* field (daily-life-engine). Encrypted files require the original passphrase.

Storage Full Banner

Your browser's localStorage limit (~5–10 MB) has been reached. Export immediately and clear old data.

Encrypted Export Fails

Web Crypto API is required. Ensure you are using HTTPS or a local file. Some very old browsers lack support.

21. Accuracy & Limitations

The Daily Life Engine is a personal tracking tool, not a medical, financial, or professional advisory system.

TOOL	ACCURACY	NOTES
Journal / Mood	User-reported	Mood scores are subjective self-assessments
Budget	Exact	Based on manually entered values
Health Log	User-reported	Not a medical device. Consult a doctor for health concerns
Mindfulness Timer	Exact	Browser timer accuracy, typically within 1 second
Calendar	Exact	Appointments are as accurate as the data you enter
Habit Streaks	Exact	Computed from daily check-off records
Savings Goals	Exact	Based on your manually entered deposits
Insights Engine	Heuristic	Patterns are suggestive, not prescriptive

DISCLAIMER

Disclaimer: The Daily Life Engine is a personal organizer. It does not provide medical, financial, legal, or therapeutic advice. Do not use it as a substitute for professional guidance. Health data is self-reported and should not replace medical monitoring devices.

22. Glossary

Key terms used throughout The Daily Life Engine and this manual.

Auto-save	The Engine saves all changes to localStorage automatically after a 400ms delay.
AES-256-GCM	An authenticated encryption algorithm used for encrypted exports. Requires a passphrase.
Command Palette	The Ctrl/⌘+K interface for natural-language data entry across all tools.
CRM	Customer Relationship Management. Here used for personal relationship tracking.
Dashboard	The central hub that aggregates data from all other tools into a single view.
Encrypted Export	A JSON file where the data payload is encrypted with AES-256-GCM using a user-chosen passphrase.
Habit Streak	The number of consecutive days a habit has been completed without interruption.
Insights Engine	The heuristic system on the Dashboard that surfaces patterns across all tools.
Knife	An Offline.Ltd product. A self-contained HTML tool you own forever.
KNIFE_ID	The internal identifier for this product: daily-life-engine.
Life Goals	Long-term objectives with categories, milestones, and progress tracking.
localStorage	A browser API that stores key-value data persistently on the user's device.
Milestone	A sub-step within a larger goal, used to track incremental progress.
Mood Score	A 1–5 integer rating of daily mood: 1 = low, 5 = great.
PBKDF2	Password-Based Key Derivation Function 2. Used to derive an encryption key from your passphrase.
Plaintext Export	A JSON file with all data in readable form, not encrypted.
Quick Vault	The credential quick-reference tool. Not a secure password manager.
Reach-out Interval	The number of days between intended contact with a person in the CRM.
State File	A JSON file containing all of the Engine's data, importable via the Files tab.
Week Start	The day the budget week begins. Default: Monday.
Weekly Review	The tool that aggregates all weekly data into a reflective snapshot.

THE DAILY LIFE ENGINE

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Live well.

Version 1.1 · Offline.Ltd · All data stays on your device.