

# EXECUTIVE WORKFLOW

Operational Efficiency Tracking Chart

Date: \_\_\_\_\_  
Quarter: Q\_\_ | Week: \_\_

| FOCUS CATEGORY       | HIGH-VALUE OBJECTIVES (DELIVERABLES) | PRIORITY           | STATUS |
|----------------------|--------------------------------------|--------------------|--------|
| Strategic Planning   |                                      | Critical / Growth  |        |
| Operations & Systems |                                      | Efficiency / Scale |        |
| Financial Oversight  |                                      | Risk / ROI         |        |
| Team Leadership      |                                      | Culture / Output   |        |
| External Relations   |                                      | Network / Brand    |        |
| Personal Deep Work   |                                      | Innovation         |        |

DELEGATION LIST

CRITICAL BLOCKERS