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Build Your AI Chief of Staff

Design the job, the rhythm, and the value scorecard before selecting tools.

THE WORKING METHOD

1. Define the job Focus on preparation, synthesis, decision support, commitments, and follow-through.
2. Create the rhythm Connect daily priorities, meeting preparation, decision logs, and commitment review.
3. Measure value Track decision quality, recovered capacity, cycle time, and risk.

WORKSHEET

Executive decision	
Required context	
Preparation routine	
Human approver	
Follow-up date	
Outcome measure	

WHAT TO TEST NEXT

- 1. Choose one weekly executive decision.
- 2. Create a decision log.
- 3. Measure recovered capacity for four weeks.

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