

Weekly operating worksheet

Collect. Write. Share. Sharpen.

Week of _____ Phase _____ Day _____

1 COLLECT

Conversations, documents, direct observation. Raw input only.

2 WRITE

Convert what you heard into a written pattern. The same day.

3 SHARE

A short written update to your sponsor and team. Findings, not verdicts.

4 SHARPEN

Revise the question ledger. Name what you now need to know.

THE THREE-QUESTION TEST

What have I learned? _____

What surprised me? _____

What have I not yet verified? _____

If these need preparation, the beat has stopped.

Gate readiness

Phases end on evidence, never on dates.

Mark the gate you are working toward. Advance only when you can answer its question honestly.

☐ THE MANDATE GATE

Orient → Listen

Can I state in one sentence what I was hired to do, and name what I most need to find out?

☐ THE SATURATION GATE

Listen → Map

Are new conversations still producing new information?

☐ THE COHERENCE GATE

Map → Test

Does my map explain the results the business is actually producing?

☐ THE EVIDENCE GATE

Test → Commit

Can every move be traced to a named finding that survives challenge?

☐ THE READOUT GATE

Commit → Orient

Has the organization heard my findings and first moves in my own words?

THE FULL FIELD MANUAL

The Executive Operating Rhythm Workbook