

Leadership Operating Architecture

Stop managing by chaos. Start managing by cadence.

Foundational Moves

Team Half-Life Rule

Team alignment decays every 48 hours. If you wait a week to sync, you are managing independent contractors

The 3 Gears (The Standards)

Daily (15m): *The Tactical Reset. Goal: Clear blockers.*

Weekly (45m): *The Priority Reset. Goal: Align cross-functional work.*

Monthly (90m): *The Strategic Reset. Goal: Measure against the vision.*

The "Open Door" Off-Switch

Unless it is on fire, the question waits for the next scheduled sync.

Plan and Prioritize

At least 1 quarter in advance, schedule your 1:1s, and the "3 gears" meetings.

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Part 1: The Entropy Audit (The "Before")

List the 3 most chaotic, time-wasting meetings currently on your calendar.

Meeting Name	Kill / Keep / Consolidate?	Immediate Action

Part 2: The Synchronization Architecture (The "After")

Design your new forcing function. Carve out the sync times so the rest of the week can be used for deep work.

Rhythm	Day & Time	Who?	Core Question / Agenda
Daily (15 min)			
Weekly (45 min)			
Monthly (90 min)			