

SUITE MAVERICK

THE CEO WEEKLY RESET

Your 20-minute system for clearing the noise, protecting your priorities,
and starting the week like the CEO.

EXECUTIVE SERVICE PARTNERSHIP

BEFORE YOU ADD ANOTHER THING

THE WEEK DOESN'T NEED MORE TASKS. IT NEEDS DIRECTION.

A CEO Weekly Reset isn't about creating a prettier to-do list. It's a quick operational check of what happened, what's still open, what requires your attention, and what shouldn't be sitting with you at all.

Use this reset once a week—ideally before your next workweek begins.

CEO-ISH BEHAVIOR

Decide what deserves your attention before everything starts asking for it.

01

CLEAR THE OPEN LOOPS

WHAT IS STILL OPEN?

- | | |
|--|--|
| ☐ Review unfinished tasks from last week | ☐ Check outstanding client commitments |
| ☐ Review unanswered emails requiring action | ☐ Identify overdue follow-ups |
| ☐ Check invoices/payments requiring attention | ☐ Review projects waiting on a decision |
| ☐ Capture anything you've been keeping in your head | |

What absolutely cannot roll into another week?

Who is currently waiting on me?

What am I waiting on from someone else?

02

PROTECT THE CEO

Sort the open loops you just captured. Every item needs a home.

I MUST DO

Decisions, approvals, leadership, revenue-generating work.

DELEGATE

Someone else can own the execution.

SYSTEMIZE

This repeats and needs a process.

DELETE / DEFER

This does not deserve attention right now.

If everything lands under I MUST DO, that's information—not a badge of honor.

03

RESET THE BUSINESS

CALENDAR

- ☐ Review the next two weeks
- ☐ Protect focus/work blocks
- ☐ Confirm important meetings
- ☐ Identify scheduling conflicts

CLIENTS

- ☐ Review outstanding deliverables
- ☐ Confirm deadlines
- ☐ Identify follow-ups
- ☐ Check onboarding/offboarding

OPERATIONS

- ☐ Review active projects
- ☐ Identify bottlenecks
- ☐ Check delegated work
- ☐ Note anything repeatedly breaking

CEO

- ☐ Identify top 3 priorities
- ☐ Decide what NOT to prioritize
- ☐ Choose one thing to delegate
- ☐ Choose one process to fix

THIS WEEK IN THE SUITE

04

YOUR CEO DASHBOARD

MY TOP 3

1. _____
2. _____
3. _____

DELEGATING

SYSTEMIZING

CONVERSATION TO HAVE

INTENTIONALLY NOT DOING

Your business doesn't need you touching everything. It needs you to be able to see everything that matters.

Still carrying too much behind the scenes? The CEO Audit takes a deeper look at your operations, workload, systems, and recurring bottlenecks to determine what needs to be simplified, delegated, systemized, or strengthened.

BEGIN WITH THE CEO AUDIT

SUITE MAVERICK | EXECUTIVE SERVICE PARTNERSHIP



Suite Maverick LLC.
Executive Operations Partnership

Your business doesn't need more busy.
It needs better operations.

