Calendar Ledger

Austin Arnold
VERSION 2.0

See where an executive's time went. Decide what changes this week.

Every Monday at 8:00 AM, one page compares last week's calendar with the weekly hours the executive planned for the quarter.

FROM CALENDAR TO AN ACCOUNTABLE DECISION

1 Calendar export

Google Calendar or Outlook. Titles, times and attendees only. No meeting content.

2 Rules sort the time

Editable keywords and attendee domains assign clear matches to time categories.

3 A person owns the call

The Chief of Staff files unmatched or conflicting events, records why, and writes one recommendation.

One unfiled event stops the report.

After rendering, a separate verifier recounts every number. Any mismatch fails.

The Monday page, in practice

Week of 21 September 2026 · Delivered 28 September, 8:00 AM

REAL OUTPUT
SYNTHETIC CALENDAR

37.5 meeting hours | 43 events read | 7 filed by a person

All values in hours. Plan set for the quarter. Largest shortfall first.

TIME CATEGORY	PLANNED	ACTUAL	PRIOR WEEK	GAP TO PLAN
Investors & board	8.0	**4.0**	7.0	**Short 4.0**
Customers	10.0	**8.0**	9.5	**Short 2.0**
Recruiting	3.0	**2.0**	3.5	**Short 1.0**
Product	6.0	**5.5**	6.0	**Short 0.5**
Team	7.0	**8.5**	7.0	**Over 1.5**
Company ops	2.0	**9.5**	4.0	**Over 7.5**
Total meeting hours	**36.0**	**37.5**	**37.0**	**Over 1.5**

Focus time: 8.0 blocked – 5.0 lost to meetings = 3.0 held.

Prior week: 6.0 held

THE CHIEF OF STAFF'S RECOMMENDATION

Redirect 3.5 hours to investors.

Sit out ops review and offsite planning, which Daniel already runs. Ask him to bring only decisions that need you. Keep the budget reforecast.

4.0 hours short – 3.5 redirected = 0.5 still short.

A JUDGMENT YOU CAN OVERRULE

"Lunch" → Investors & board

Lunch with Tom Villareal, who sits on the board. The invite said only Lunch.

1 of 7 reviewed events shown.
The full page lists every reason.

Five minutes on Monday.

Keep the plan, change it, or move one meeting.

Demo names and companies are invented.