



A One-pager to highlight what needs follow-up.
For executives who like to keep track of what they've delegated.

Every Wednesday at 8:00 AM, one page lists every ask the executive made of someone else, what has landed since, and what is late.

The Wednesday page, in practice

Week of 21 September 2026 · Delivered 23 September, 8:00 AM

REAL OUTPUT
SYNTHETIC TRANSCRIPTS

13 asks found across 5 meetings. 4 closed by a person, 2 that had landed and two asked twice in different rooms. 9 are still open and 3 need a nudge today.

	OWED BY	WHAT IS OWED	DUE	STATUS
01	Daniel Okafor	Two Denver lease options, side by side	Tue 22 Sep	1 day overdue
02	Elena Marsh	12 and 24 month pricing, side by side asked twice	Tue 22 Sep	1 day overdue
03	Jordan Pike	The VP Marketing offer letter	Wed 23 Sep	Due today
04	Priya Raman	Q4 reforecast with the new headcount plan	Thu 24 Sep	On track
05	Rob Kessler	Cost of the two paths on one page	Mon 5 Oct	On track

5 of the 9 open asks shown. The full page carries every line.

THE NUDGE, ALREADY WRITTEN

To Jordan Pike, due today

"Jordan, is the VP Marketing offer letter still on track to sign today? If anything is holding it up, tell me by 2:00. I want the candidate to have it before end of day."

Approve it, edit it, or let it ride.

A JUDGMENT YOU CAN OVERRULE

Asked twice → one line

Elena was asked for the pricing on Monday and again in Tuesday's exec staff. The page keeps the first ask and its date.

2 of 13 asks were merged by hand. The full page lists every decision.

1

The recordings you already keep

Granola, Otter, Gemini or Fireflies.
Nothing new to record.

2

A model reads for asks

Every request made of another person, with the quote, the owner and the date.

3

A person owns the call

The Chief of Staff closes what landed, merges the same ask made in two rooms, and writes each nudge.

An ask stays until it lands. A separate verifier recounts every open item, owner and date against the transcripts. Any mismatch fails.

Two minutes on Wednesday.

Send a nudge, change one,
or let the week run.