Our Daily 4

Thursday, October 8

14 you owe · **19** owed to you · **2** overdue · updated 10:30 AM

1

Did this happen?

- Sent Q3 budget notes to finance — You, 13 days open — Yes / No
- Customer reference list from Lena — Lena Ortiz, 11 days open — Yes / No
- Booked the Denver site visit — You, 10 days open — Yes / No

2

01 WHAT YOU COMMITTED TO

soonest due first

Send revised board deck to Dana Whitfield mentioned 3x · Board deck
Overdue 1 day · said in Exec staff, Oct 6
Done · Defer · Drop

3 **Review vendor contract redlines** Vendor renewal
Due today · said in Legal sync, Oct 5
Check this: notes say Marcus owns it, transcript says you do
Mine · Marcus's · Drop

4 **Share hiring plan draft with leadership** Q4 hiring plan
Due Fri, Oct 9 · said in 1:1 with Priya, Oct 5
Looks done: you emailed it to the leadership team, Oct 7
Confirm · Not yet

5 **Intro Marcus to the Northwind CFO** New · *date assumed*
Due Wed, Oct 14 · said in Partner call, 10:00 today
Done · Defer · Drop

6 **Call Jordan back about the holiday party venue**
Due Mon, Oct 12 · serves none of this week's priorities
Done · Defer · Drop

9 others on track

02 WHAT YOU DELEGATED

soonest due first

Q3 pipeline numbers Board deck
Priya Shah · Overdue 2 days · asked in Revenue review, Sep 30
Done · Defer · Drop

Updated org chart Q4 hiring plan
Tom Becker · due Fri, Oct 9
Looks done: Tom replied with the file, Oct 7 (from your inbox)
7 Confirm · Not yet

Customer churn analysis mentioned 2x
Lena Ortiz · due Fri, Oct 9 · asked in Exec staff, Oct 6
Done · Defer · Drop

Offsite venue shortlist *date assumed*
Sam Cole · due Tue, Oct 13 · asked in Ops sync, Oct 6
Done · Defer · Drop

Security audit summary New · Vendor renewal
Alex Kim · due Fri, Oct 16 · asked in Security review, 9:00 today
Done · Defer · Drop

14 others on track 8

9

03 PRIORITIES THIS WEEK

set by you, Oct 2

1. **Board deck final draft**
   3 items tagged · 2nd week
2. **Close the Q4 hiring plan**
   2 items tagged
3. **Vendor renewal decision**
   2 items tagged

10

04 PRIORITIES NEXT WEEK

rolls into this week on Monday

1. Customer churn response plan
2. *Type a priority...*
3. *Type a priority...*

SUGGESTED FROM THIS WEEK'S MEETINGS

+ Offsite agenda 4 meetings · + Security audit follow-up 3 meetings · + Northwind partnership 2 meetings

11 Marked done: "Send Q2 recap to the board" Undo

What you're looking at

Page 1 is the live page as an executive would see it on a laptop on Thursday morning, after tapping the link in the morning email. The brass numbers on page 1 match the notes below. All names and items are made up.

1. **Check-in strip.** "Did this happen?" on the three oldest open items, yes or no. On Fridays this strip also carries the 14-day keep, renegotiate or drop decision and the weekly priorities check.
2. **Five items per quadrant, rolling.** Sorted by soonest due date, then newest. Tap Done, Defer or Drop and the next item slides up.
3. **Check this.** The notes and the transcript disagree on who owns it, so the page asks instead of guessing.
4. **Looks done, from email.** The read-only inbox check found the exec's own sent email delivering the commitment. One tap confirms it.
5. **New, with an assumed date.** Promised in a 10:00 call today and already on the page, because the worker checks every half hour. Nobody said a date, so it got the seven-day default.
6. **Dimmed.** This item serves none of this week's three priorities. Still visible, just quieter.
7. **Looks done, from a reply.** The delegate replied with what was asked. The exec confirms or says not yet.
8. **The rest of the list.** Everything else is counted, not shown. There is no "show me everything" view.
9. **This week's priorities.** Set by the exec last week. Each shows how many items are tagged to it, and a carry-over count when it rolls past a week.
10. **Next week's priorities.** Three slots to type into, with Gemini's suggestions below. Tapping a suggestion fills the next empty slot. Rolls into this week on Monday.
11. **Instant, with Undo.** The tap takes effect immediately and saves in the background. Five seconds to undo a mis-tap.

Not shown, because they are undecided: sending nudges from the page, a "Delivered" link in nudge emails, closing items by replying to the morning email, editing an item's owner or date, deferring to a specific date, and adding an item by hand. Phone layout stacks the four quadrants in order: committed, delegated, this week, next week.