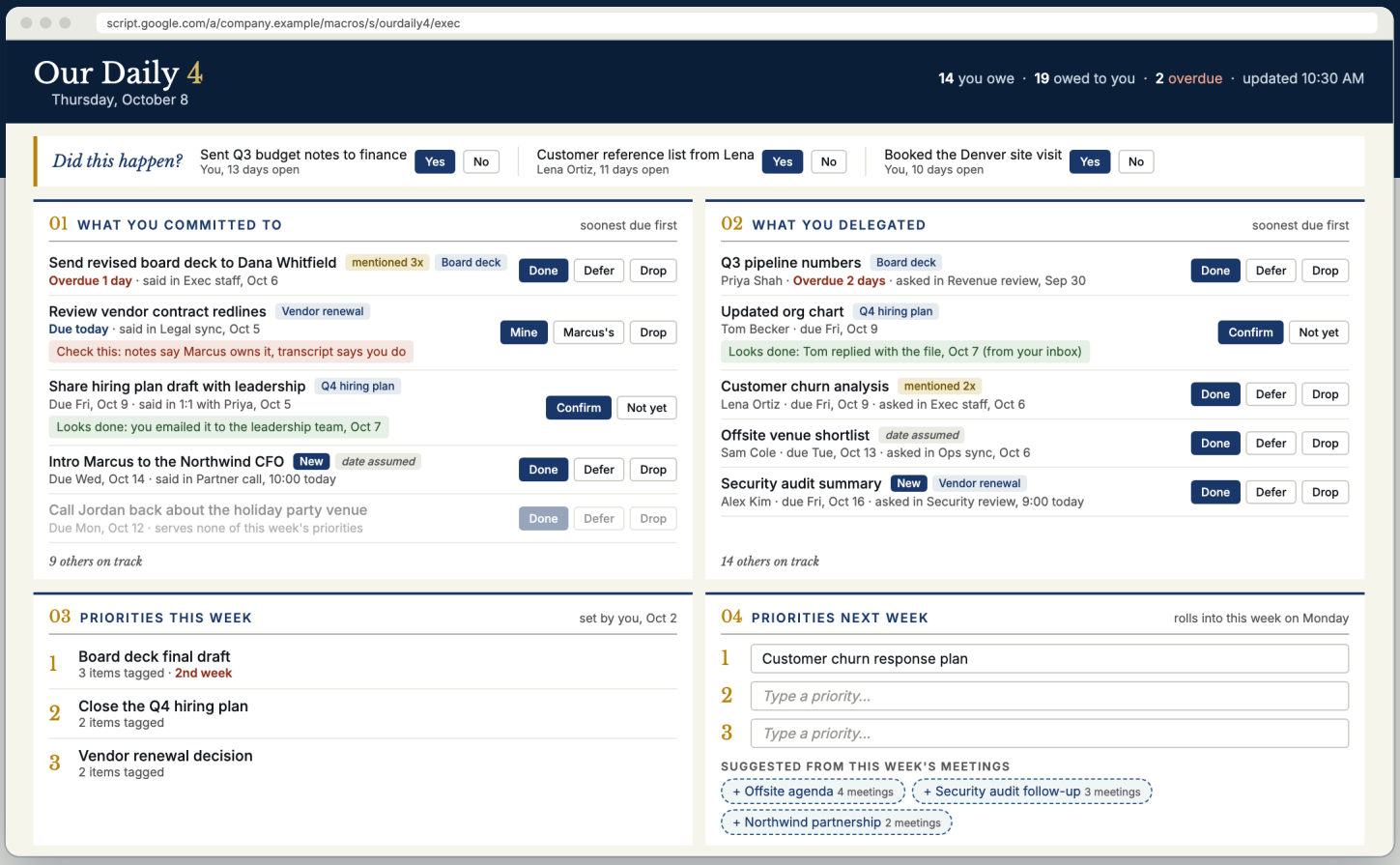
Our Daily 4: One Pager

AUSTIN ARNOLD
EXECUTIVE OPERATIONS

Track every verbal commitment made in meetings throughout the day, *all with one system.*

One live page to automatically track the verbal commitments and tasks you've delegated throughout your day. Updated every 30 minutes from the context of your meeting transcripts and notes.



THE LIVE PAGE

REAL LAYOUT · INVENTED DEMO ITEMS

You make a dozen promises before lunch. Your team makes a dozen more to you. Most of them end up in a transcript nobody opens again, and you find out what slipped when someone asks.

1
Your promises stay in front of you.

Every commitment the page catches lands with an owner and a date. Say it in three meetings and it stays one line.

2
You know what you're owed.

The page shows what your team promised you, who owns it, when it's due, and what has gone quiet.

3
Your week stays on your priorities.

Name three for the week. Every item is checked against them, and anything that serves none of them fades back.

4
Four minutes every morning.

You or your Chief of Staff close each item, defer it, or let it ride. One tap each. The page does the remembering.

WHY IT HOLDS UP

A person makes every call.
The model flags what looks done. Nothing closes without a tap.

Built on tools you already have.
Google Docs, Sheets and Gemini. No new app, no new login.

Checked before it was trusted.
Tested on two real meetings against a list written first. It found every item, each in the right direction.

See how I think about executive operations.

More of my case files, each one a working answer to a problem executives live with.

austinarnold.io/portfolio

Demo names and companies are invented.