

Executive Operating Rhythm Framework

Strategic Calendar Design · VP & C-Suite Support · Decision Integrity

Executive Support · Operations · Global Teams

Framework applied supporting VP-level executives at LinkedIn (150-person global marketing org), Pinterest, and IndyThink client engagements. Ensures executive time is protected, decisions are tracked, and the organization moves from strategy to execution without friction.

DAILY RHYTHM		
7:00 – 8:00 AM	Pre-day prep	Review exec inbox, flag priorities, stage today's materials
8:00 – 9:30 AM	Focus block	Protected deep work — no internal meetings scheduled
9:30 – 11:30 AM	Core meetings	Leadership syncs, 1:1s, cross-functional sessions
11:30 – 12:00		Catch-up, quick decisions, follow-ups from morning
12:00 – 1:00 PM		Protected — no scheduling without exec approval
1:00 – 3:30 PM	External & travel	External stakeholder calls, offsites, conferences, travel windows
3:30 – 4:30 PM	Async review	Slack/email triage, approvals, document reviews
4:30 – 5:00 PM	EOD wrap	Next-day prep, action item log update, open items cleared

WEEKLY CADENCE	
Monday:	Weekly priorities set, leadership sync
Tuesday:	Cross-functional 1:1s, stakeholder meetings
Wednesday:	Deep work block + team stand-ups
Thursday:	External meetings, partner calls
Friday:	EOW review, next week prep, inbox zero

MONTHLY CADENCE	
Week 1:	MBR prep: data pull, deck build, pre-read
Week 2:	Monthly Business Review (MBR) — exec led
Week 3:	1:1 deep dives with direct reports
Week 4:	Next month planning, budget reconciliation
Rolling:	Offsite planning, travel booking (30-day advance)

QUARTERLY & ANNUAL FORUMS

QBR	OKR Review	Leadership Offsite	Annual Planning
Quarterly Business Review — exec presents to leadership. EA owns deck coordination, pre-read distribution, logistics.	Quarterly goal check-in. EA tracks status updates, coordinates input from direct reports, flags off-track items.	Designed and executed by EA. Venue sourcing, agenda design, guest speakers, materials, travel, and follow-up.	EA coordinates cross-functional input, budget submissions, headcount planning, and executive alignment sessions.

CORE EXECUTIVE SUPPORT PRINCIPLES

Anticipate, don't react Book travel 30+ days out. Stage materials 48hrs before meetings. Flag conflicts before they surface.	Protect focus time Deep work blocks are non-negotiable. All meeting requests are filtered through strategic priority lens.
Decision integrity Every meeting produces a captured decision, owner, and due date. Nothing leaves a room without a follow-up log entry.	Signal over noise Exec inbox is triaged daily. Only true priorities reach the executive — everything else is handled, delegated, or deferred.