

THE FREE LIBRARY

CATALOGUE NO.

E5

WEEKLY CEO HOUR

a one-page agenda

A sixty-minute weekly agenda for running your business.

FROM the weekly check we run ourselves

FORMAT 3 pages • one agenda, fill in or print

BORROWED BY you

DUE BACK *never. it's yours.*

FREE

*sixty minutes,
once a week.*

**neuro
made.**
studio

LOOK

CLEAR

CHOOSE

Creatively wired. Intentionally made.

WEEK OF

Weekly CEO hour

Once a week, sixty minutes, five blocks. Same time each week works best for most people.

0 • 10

Look back

SALES THIS WEEK

MONEY OUT

WENT LIVE OR GOT DONE

10 • 20

Numbers

VISITS

ORDERS

NEW FOLLOWERS

ONE TO WATCH

20 • 35

Clear the decks

☐ Messages answered☐ Orders sent or delivered☐ Receipts and invoices filed☐ Anything waiting on me listed

WAITING ON ME

35 • 50

Choose next week

THE ONE BIG THING

SMALL THING 1

SMALL THING 2

SMALL THING 3

SAYING NO TO

50 • 60

Book it

☐ The big thing is in my calendar

NOTE TO NEXT WEEK'S CEO

Want the whole thing?

The CEO hour is the weekly check. Business HQ is where the projects themselves live.

NM.08

Business HQ

53 pages for running projects by status and phase, with a monthly business review.

- Projects, By Status, Phases and Monthly Business Review sections
- Fillable and print & write editions, plus a two-page Quick Start
- Also made as a Notion template

SEE THE PDF WORKBOOK

SEE THE NOTION TEMPLATE

MORE FREE THINGS

New pages, checklists and prompt packs go up in the Free Library as we make them.

neuromadestudio.shop/free

*made for brains that
do things their own way.*

SHARING

Print it, fill it in, use it as often as you like. If a friend would like it too, send them the link rather than the file, and please don't resell or re-upload it.



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