

Executive Preference Profile

How this executive likes their week to run, written down once so nobody has to guess and any tool you add later starts from the truth.

Executive _____

Prepared by _____

Date _____

MEETING DEFAULTS

Default length _____

Buffer between meetings _____

Max meetings per day _____

Best hours for deep work _____

Best hours for meetings _____

PROTECTED TIME

Blocks that never move without the executive saying so. Name each one and when it happens.

1. _____

2. _____

3. _____

TRAVEL RULES

Preferred airlines and seats _____

Hotel preferences _____

Never book _____

PEOPLE WHO ALWAYS COME FIRST

Requests from these people get scheduled even when the week is full.

1. _____

2. _____

3. _____

HOW THEY LIKE TO BE REACHED

Urgent _____

Normal _____

Never interrupt for _____