

The 80/20 CEO

by Bill Canady

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

⁰¹ **Run a CEO Calendar Trial**

Mark every meeting from the past two weeks as focus, delegate, or delete. Keep only the items where CEO judgment changes enterprise value, talent quality, customer depth, or the growth constraint.

MON TUE WED THU FRI SAT SUN

⁰² **Write the Vital Few Memo**

Name the three outcomes that would create most of the quarter's value. Send them to your leadership team with the explicit tradeoffs you will stop funding.

MON TUE WED THU FRI SAT SUN

⁰³ **Create a Decision Rights Map**

List ten recurring decisions that still reach you. Assign each one an owner, escalation rule, and definition of good enough so delegation becomes architecture, not hope.

MON TUE WED THU FRI SAT SUN

⁰⁴ **Protect One Constraint Block**

Reserve a weekly block for the bottleneck that limits growth right now. No status reviews, no catch-ups, no polite agenda filler. Only constraint diagnosis and removal.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Build a Stop-Doing Ledger**

For every new priority, add one meeting, metric, customer exception, or internal ritual to a stop list. Review it publicly so focus has social proof.

MON TUE WED THU FRI SAT SUN

⁰⁶ **Coach One Multiplier**

Spend one protected hour with the leader whose improvement would lift the most people. Work on judgment, not updates. The multiplier is the work.