

# The Great CEO Within

by Matt Mochary

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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

<sup>01</sup> **Install a Decision Log**

For every important decision this week, write the owner, rationale, reversible status, follow-up date, and what evidence would change your mind.

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<sup>02</sup> **Run One Energy Audit**

List what creates energy, drains energy, and creates dread. Delegate or delete one recurring drain instead of treating CEO exhaustion as the cost of leadership.

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<sup>03</sup> **Rewrite a Delegation Brief**

Choose one outcome you still micromanage. Give it one owner, decision rights, constraints, check-in rhythm, and a clear definition of done.

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<sup>04</sup> **Make Metrics Public**

Pick five numbers that reveal the truth of the business. Put them where the team can see them weekly, with owners attached to each one.

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<sup>05</sup> **Practice the Feedback Script**

Give one piece of feedback using observation, impact, curiosity, and request. Keep it specific enough that the person knows exactly what to repeat or change.

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<sup>06</sup> **Kill a Theater Meeting**

Audit one recurring meeting. If it does not produce decisions, owners, dates, or accountability, redesign it or remove it from the operating cadence.