



# CLASSIFIED: EXECUTIVE EYES ONLY

## THE CALENDAR AUDIT PROTOCOL

### SECTION 1: THE DEFINITIONS

#### ■ THE RED ZONE (The Trap)

- Definition: Corporate Theater. Activities that simulate work but create no leverage.
- The Indicators: Recurring status meetings, "Alignment" calls with no agenda, Internal committees, Mandatory HR events.
- The Cost: This is "Calories without Nutrition." High effort, zero ROI.

#### ■ THE GREEN ZONE (The Leverage)

- Definition: Revenue Reality. Activities that touch the P&L, Product, or Market.
- The Indicators: Client negotiations, Shipping product, Strategic planning, Hiring key talent, Crisis resolution.
- The Payoff: This is "Equity." This protects you from redundancy.

### SECTION 2: THE AUDIT GRID

- INSTRUCTIONS: Review your last 5 working days. Tally the total hours spent in each zone.

DAY	TOTAL HOURS	■ RED HOURS (Theater)	■ GREEN HOURS (Revenue)
MONDAY	_____	_____	_____
TUESDAY	_____	_____	_____
WEDNESDAY	_____	_____	_____
THURSDAY	_____	_____	_____
FRIDAY	_____	_____	_____
<u>WEEKLY TOTAL</u>	[A] _____	[B] _____	[C] _____

### SECTION 3: THE SURVIVAL CALCULATION

**FORMULA:** (Total Green Hours [C] ÷ Total Hours Worked [A]) = YOUR SCORE

- **0% - 20% (CRITICAL):** You are a "Router." You are moving information, not creating value. High Layoff Risk.
- **21% - 50% (DANGER):** You are an "Administrator." You are busy, but not essential. Moderate Risk.
- **51% - 100% (SOVEREIGN):** You are a "Rainmaker." You drive the business. Secure.

### SECTION 4: DEFENSIVE SCRIPTS (The Purge)

Use these scripts to decline "Red Zone" meetings without losing status.

**Scenario A:** The Recurring Status Meeting: "I'm heads down on [ Revenue Project X ] to ensure we hit the Q1 target. I'll skip the sync this week and review the recording/notes instead to save time."

**Scenario B:** The "Can I Pick Your Brain?" Request: "I'm at capacity with [Strategic Priority] right now. Please send your specific questions via email, and I'll answer them during my admin block."

**Scenario C:** Protecting Your Deep Work: "I have a hard stop at 10:00 AM to focus on the [Client Deliverable]. Let's keep this agenda tight."

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"The difference between successful people and really successful people is that really successful people say no to almost everything." – Warren Buffett

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