

Executive Productivity

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Enhancing Leadership Efficiency and Organizational Cadence

Optimizing Executive Schedules:

At [Bull Stockwell Allen](#), I optimized the Managing Principal's calendar and productivity through strategic advice and a deep understanding of meeting contexts. By observing their daily routines and identifying inefficiencies, I implemented changes that allowed them to focus on their highest and best use.

Maximizing Organizational Rhythm:

At [Laurel AI](#), I worked with the leadership team to enhance not only their productivity but also the entire organization's rhythm. This involved refining the weekly, monthly, quarterly, and yearly cadence. I advised on what and when particular meetings should happen throughout the week, ensuring that the scheduling aligned with organizational goals and priorities. I influenced the cadence and content of [all company retreats](#), ensuring they were strategically aligned and maximized productivity.

Meeting Hygiene Expertise:

Meeting hygiene is a particular knack of mine. I ensure that every minute spent together is purposeful without feeling forced. This includes:

- Setting clear agendas and objectives for meetings.
- Ensuring meetings start and end on time.
- Encouraging active participation and focus during meetings.
- Following up with actionable items and clear next steps.

Developing Productive Habits:

By closely observing the routines of executives and leaders, I develop and suggest improvements tailored to their specific needs. This involves:

- Identifying time-wasting activities and proposing alternatives.
- Implementing time-blocking strategies to protect focus time.
- Encouraging regular breaks to maintain energy levels throughout the day.
- Supporting the adoption of tools and technologies that enhance productivity.