



1. Define the Principal's Attention Contract

Write the boundary for one recurring coordination loop before expanding the role.

WATCH

Exact signals, commitments, systems, and deadlines covered.

HANDLE

Bounded, reversible work allowed without interruption.

BRING ME

Conditions that deserve a decision, packaged with evidence and options.

NEVER DO

Hard limits around authority, commitments, people, money, safety, law, and trust.

PROVE

Evidence required before the loop counts as closed.

2. Score the last ten working days

Mark YES when the loop consumed principal attention.

- | | | |
|----|--|--|
| 1 | Reconstructed status across systems | ☐ YES ☐ NO |
| 2 | Chased ownership after commitment | ☐ YES ☐ NO |
| 3 | Entered a decision without a trusted brief | ☐ YES ☐ NO |
| 4 | Learned an important change too late | ☐ YES ☐ NO |
| 5 | Reopened work because proof was missing | ☐ YES ☐ NO |
| 6 | Received a routine exception with no route | ☐ YES ☐ NO |
| 7 | Chased multiple people for one outcome | ☐ YES ☐ NO |
| 8 | Delayed a decision for incomplete evidence | ☐ YES ☐ NO |
| 9 | Repeated an existing policy or priority | ☐ YES ☐ NO |
| 10 | Manually verified delegated work happened | ☐ YES ☐ NO |

Your score _____ out of 10

- | | |
|------|---------------------------|
| 0-2 | Repair isolated friction |
| 3-5 | Test one bounded cadence |
| 6-10 | Examine coordination load |

Decision distance

CARRY

Bounded + reversible

CHECKPOINT

Creates a commitment

HUMAN

Authority + judgment