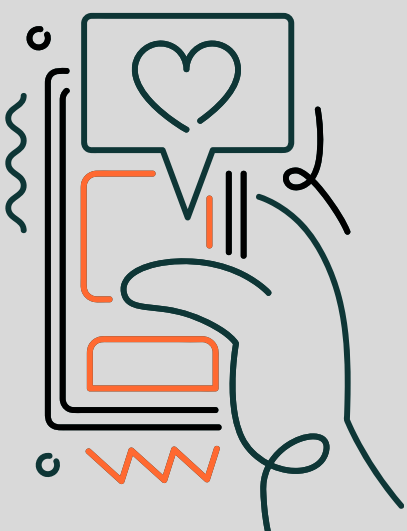


Leadership Playbook

From inbox chaos to task clarity

A 7-STEP EXECUTION FRAMEWORK



The Execution Gap

Many teams do not struggle with effort. They struggle with execution clarity.

When tasks live in emails and chats, ownership becomes unclear and progress is difficult to see.

This playbook outlines seven practical steps to create structure, accountability and measurable results across your team.



Step One

Decide that internal requests become tasks, not emails.

Execution improves when leaders set a clear rule: *communication happens in email or chat, but commitments live in a task system.* Stating this expectation reduces reactive work and creates structure.



Step Two

Define what a complete task looks like.

Every task must include an owner, due date, priority and status. Without these elements, accountability weakens and deadlines slip.

Clear standards create measurable commitments.

Step Three

Create one shared system where work is visible.

Tasks should not be scattered across inboxes and chats. A single execution layer makes ownership transparent, reduces confusion and eliminates unnecessary follow-ups. E.g. Planner from M365.

Step Four

Establish a simple execution rhythm.

Set a weekly prioritization moment, a short daily blocker check and a weekly reset.

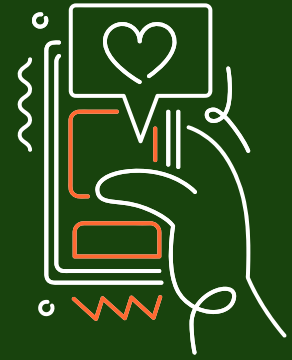
Consistent cadence builds discipline and prevents urgent noise from driving the agenda.

Step Five

Replace status requests with visible progress.

When work is tracked in a shared system like Planner, leaders do not need to ask for updates.

Conversations shift toward blockers, decisions and priorities instead of reporting activity.



Step Six

Measure execution health, not inbox activity.

Track overdue tasks, cycle time and ownership clarity.

These signals reveal performance patterns and highlight where processes need improvement.



Step Seven

Protect the system through consistent behavior.

When new requests arrive, convert them into structured tasks and continue the conversation there.

Leaders must model the behavior first to make it part of the culture.



Scan to learn more

Putting the Playbook into practice

Execution needs structure and the right tools to support it.

iPlanner Pro helps teams turn emails into structured Planner tasks directly inside Microsoft 365. Work is captured where it starts and becomes visible across the team.

This makes ownership clear, priorities visible, and progress measurable – without adding complexity.

If it matters, make it a task. *Get at www.planner.iglobe.dk*