

Micro-Mastery
THE COMPANION WORKSHEETS

CHAPTER
06

The Operations Pillar

Systems, AI, and the Modern Advantage



THE EXERCISE

Automate • Augment • Protect The Calendar X-Ray

Operations is the discipline of protecting expert attention at a moment in history when expert attention has never been more rare, more valuable, or more vulnerable to being wasted on work that does not require it.

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The Workflow X-Ray

Walk through a recurring workflow. Write down every task. Tag it A (Automate), G (Augment), or P (Protect). Calculate the time drag.

A – AUTOMATE

Repetitive work that does not require judgment.

G – AUGMENT

Analytical work where expertise + tools sharpen output.

P – PROTECT

Judgment work clients remember. Where authority lives.

| # | SPECIFIC TASK | OWNER | A | G | P | DRAG (hrs) |
|---|---------------|-------|--------------------------|--------------------------|--------------------------|------------|
| 1 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 9 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

TOTAL ADMINISTRATIVE DRAG · HOURS STOLEN FROM P _____

Pick the single most expensive A-on-P item. Fix that one. Build the process, find the tool, delegate the handoff.

