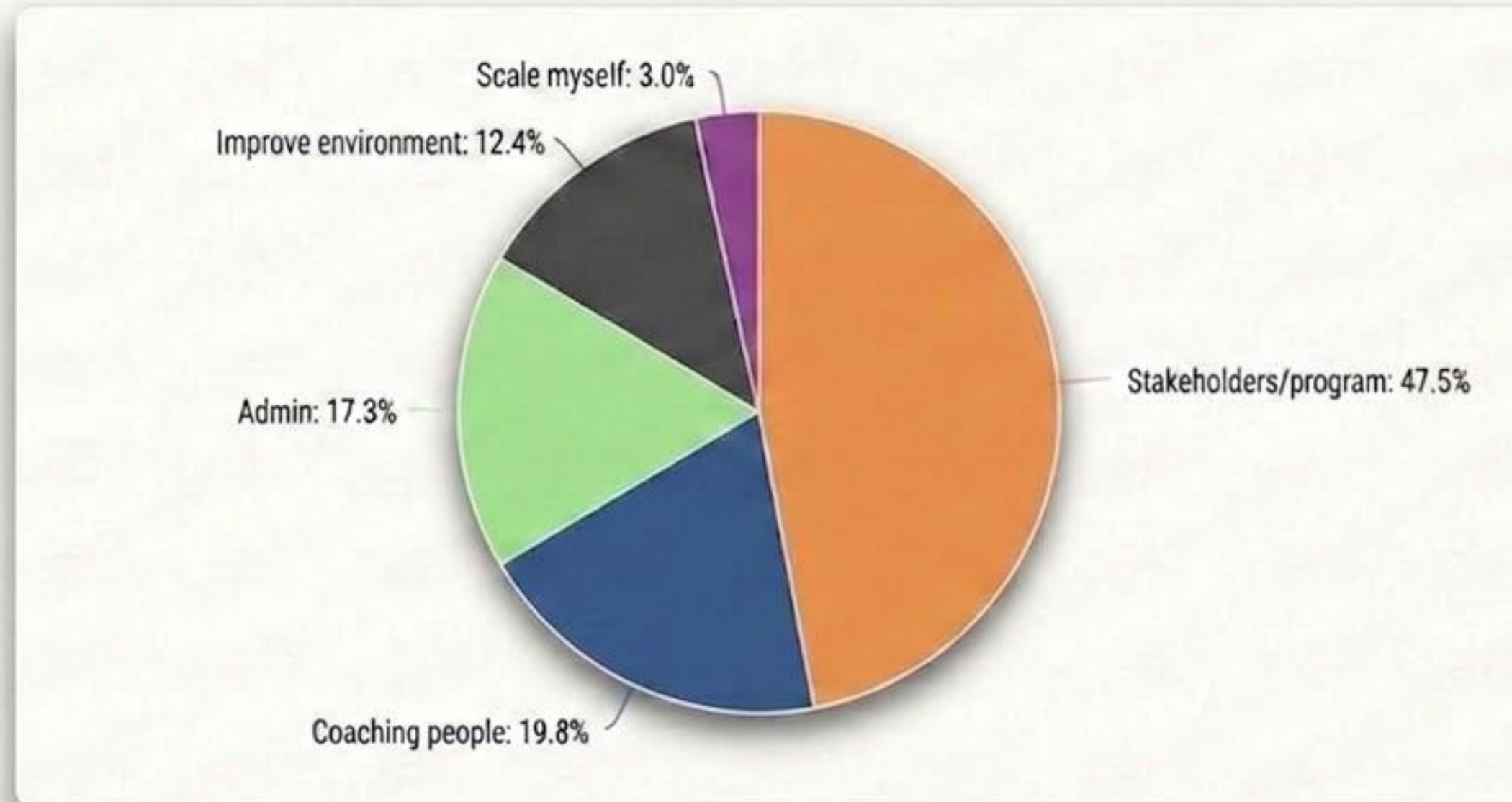


The AI-Augmented Leader

Architecting your own virtual Chief of Staff

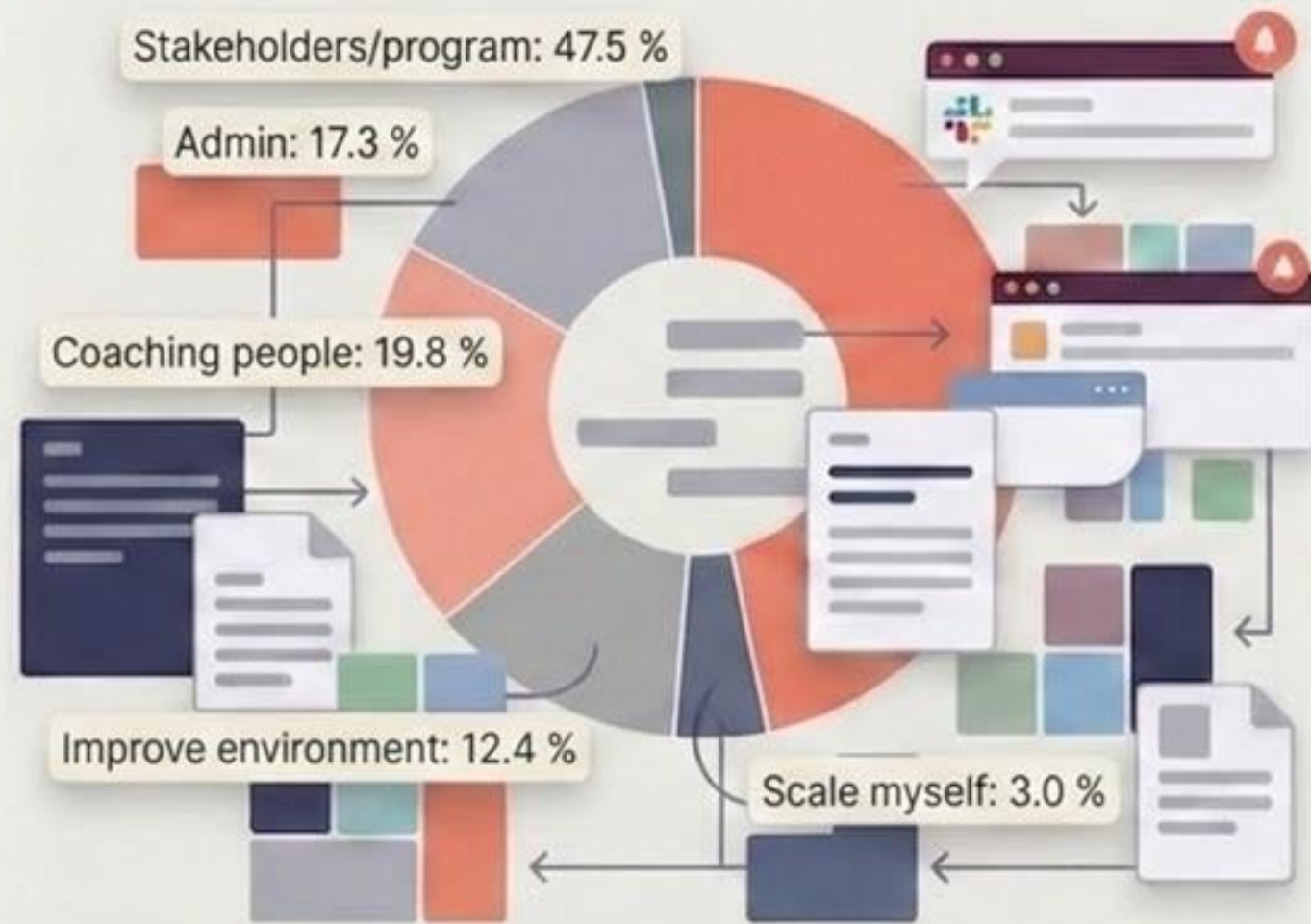
How many of you...

What my time budget looked like

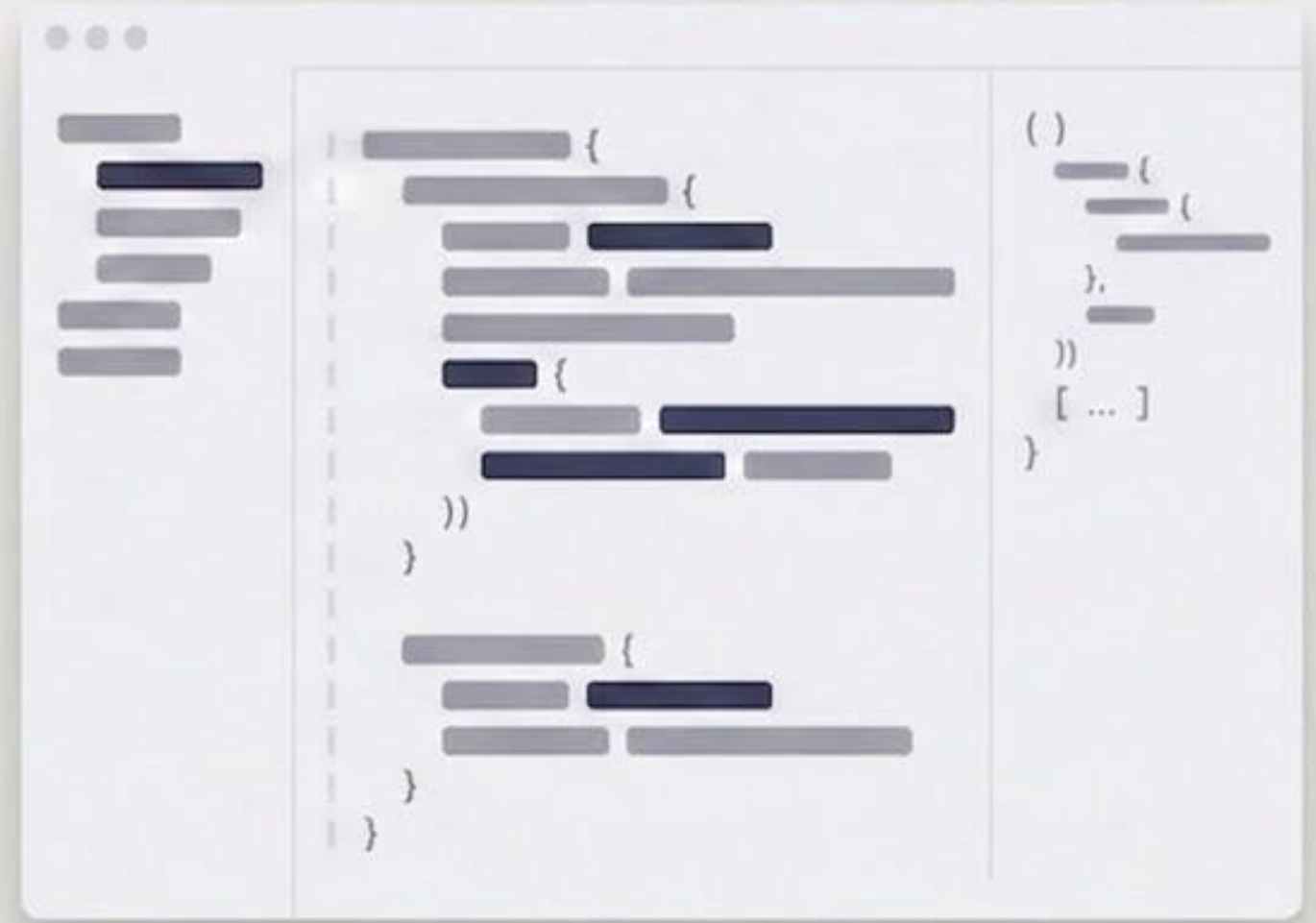


The Great Tooling Divide

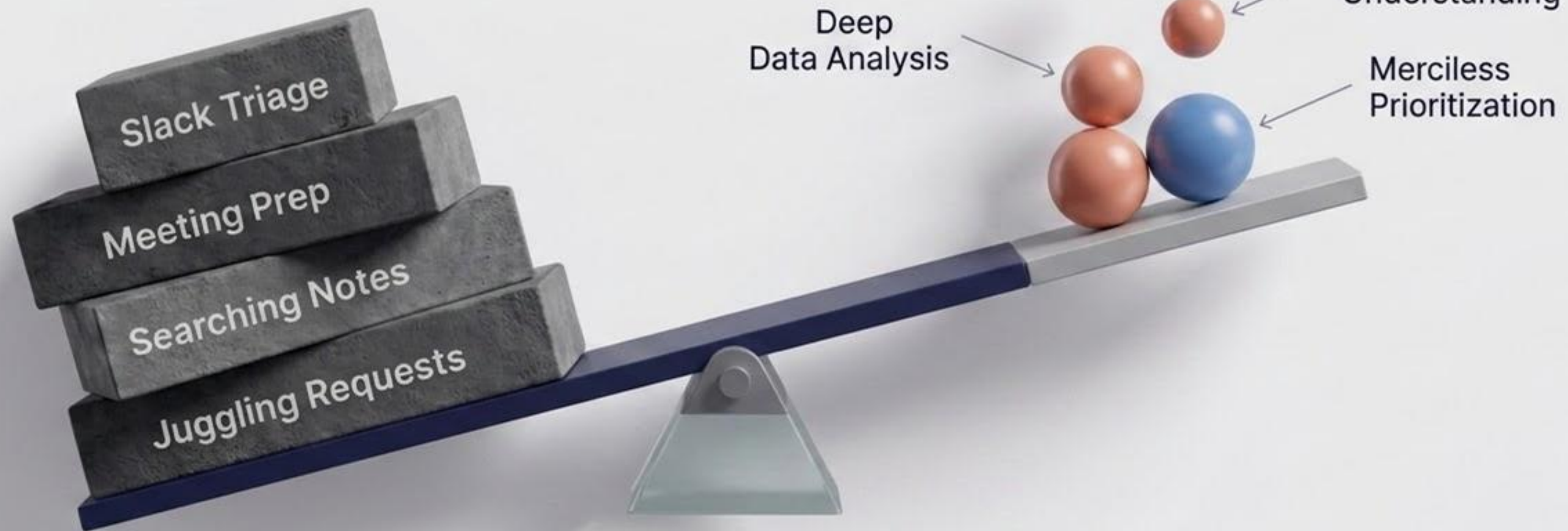
Leaders play "Calendar Tetris".



Engineers have an IDE.



Time spent on Toil vs Time needed for Compounding



A Shift in Delegation



What if you didn't need another app,

A Shift in Delegation

Agentic Chief of Staff

Meet Your Virtual Staff



Penny

The Planning Coach



Lila

The Data Analyst



Parker

The P|M Guru



Silvia

The Scribe



Hunter

The Scout



Dexter

The Personal Librarian



Penny | The Planning Coach

Thought for 3s

I'll help you plan your day! Today is Thursday, December 4, 2025. Let me first check yesterday's daily note (December 3rd) and see if today's file already exists.

Explored 2 files

I found yesterday's daily note. It's quite comprehensive! I can see:

Weekly Goals:

- [] High level plan for OOH - rota model
- [] Clarity over [redacted] migration and service unlock

Notes from Yesterday with Actions:

I spotted these items marked as #action in your notes:

1. Book interview with [redacted] and [redacted] (from Billing notes)
2. Reach out to [redacted] to figure out what to propose to [redacted] that doesn't change in 1 month time (from Incident management meeting)

Before I create today's file, let me ask you:

1. On the actions above - Did you complete these, or should they become tasks for today?
2. Looking at yesterday's notes, is there anything else from the meetings (Billing, [redacted] meeting, Incident management) that should become a new task?
3. From the task list - It's a long list! Did you complete any tasks yesterday that I should mark as done?

Some notable ones I see:

- Plan a marketing campaign for KfU
- Message about [redacted] and [redacted]
- Review incident document

1. Contextual awareness across days.

2. Proactively surfacing forgotten actions.



Lila | The Data Analyst

can we make some analysis of this file, in particular proportion of any_failed_refresh_within_30_minutes vs total_email_sends while grouping per day? maybe also in absolute how many any_failed_refresh_within_30_minutes we got

Agent: claude-4.5-opus-high

```
$ cd /Users/simone.casciaroli/notes/working/login-analysis &&  
source venv/bin/activate && python analyze_logins.py
```

Overall Failed Refresh Rate: 3.98%

Visualization saved to: /Users/simone.casciaroli/notes/working/login-

Run Everything

Success

Thought for 2s

Perfect! I've analyzed the data. Here's what I found:

Key Findings

Daily Breakdown:

- 2025-11-24: 699 failed refreshes out of 18,459 emails (3.78%)
- 2025-11-25: 754 failed refreshes out of 20,535 emails (3.67%)





Parker | The Project Management Guru

What are the key items billing is working on this week?

Water Stress Initiative (3 items in progress)

- charge_to_latest_reading step — [redacted] [Tech in progress]
- refund_balance_in_credit step — [redacted] [Tech in progress]
- switch_agreements_to_measured step — [redacted] [Tech in progress]

Annual Billing 2026 (2 items)

- Add dynamic text in the Create Schedule Preference UI — [redacted] [Tech in progress]
- Display button to update schedule preferences if balance is Zero — [redacted] [Code review]

Smart Meter Comms and Bills (2 items)

- Charges on transition tariff bill displaying incorrectly — [redacted] [Code review]
- 1st TT Bill Transition to Smart onsert — [redacted] [Merged]

Finding Signal in the Noise



Silvia - The Scribe

Thread Summary: Payment Adequacy for [REDACTED]

The Problem

[REDACTED] has a backlog of accounts where Payment Adequacy (PA) was run but not applied. They want to clear this backlog and run PA retrospectively.

Key Discussions & Agreements

1. Technical Approach

- Agreed to use existing Dry Run job (`dry_run_payment_adequacy`) to test PA on sample accounts
- [REDACTED] ran the dry run on 10 accounts provided by Kat from [REDACTED]
- Results show the before/after changes, and [REDACTED] seems ready to proceed

2. Risk Identified: PA Timing Conflict

Lisa raised a critical issue:
> If ad-hoc PA ts run now, it will look like a normal review. This means regular PA won't run again until 6+ months later (next billing cycle), potentially leaving customers underpaying through the April 2026 price increase.

Agreed solution: Push [REDACTED] to amend their normal PA rules (e.g., reduce from 6 months to 3 months like [REDACTED] — this is the fastest way using existing functionality

- Jake will have the conversation with [REDACTED] about this

3. Ticket Split

Brett created separate tickets as requested.



Hunter - The Scout

Architecture (#guild-architecture)

Nested Usecases Discussion

- Hot topic: [REDACTED] raising questions about "usecases must not call other usecases" convention
- Issue: In journeys land, entire purpose is to call other people's code
- Challenge: Lifecycle team demanding usecases should not be usecases when their code calls other code
- Discussion around transaction control and durability for usecases with API calls
- [View message](#)

Import Linter & Celery Tasks

- [REDACTED] asking: Have we explored making import linter detect disallowed imports through strings (e.g., Celery tasks)?
- [View message](#)

Sentry URL Resolution Errors

- Investigating increased rate of Sentry errors related to URL resolution in production
- Potential connection to recent DNS configuration changes
- [View message](#)



How do I start

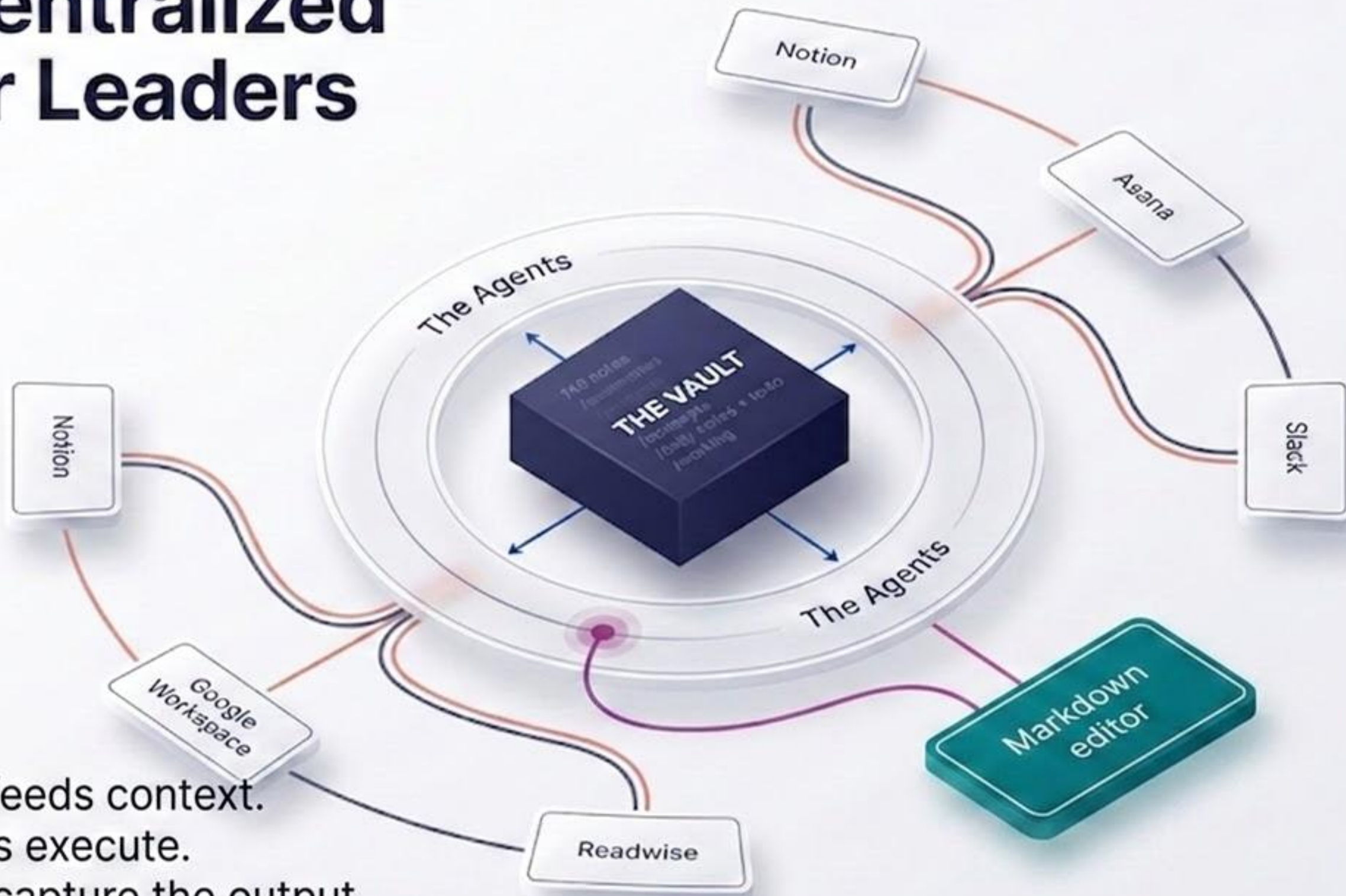


Just **£25** / Month*

(*) I'm kidding

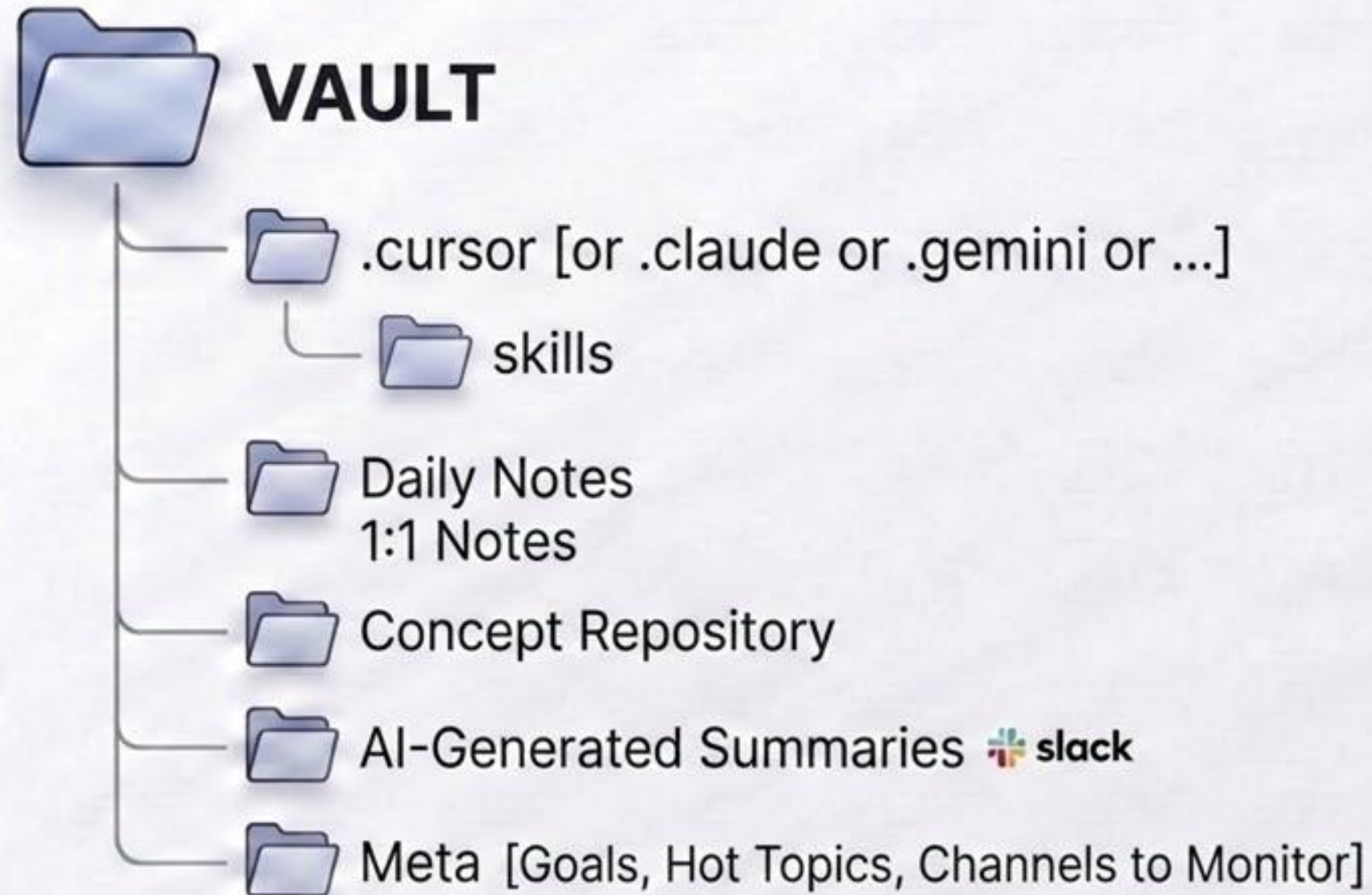
**The Content
Outweighs the Tools**

The Centralized IDE for Leaders

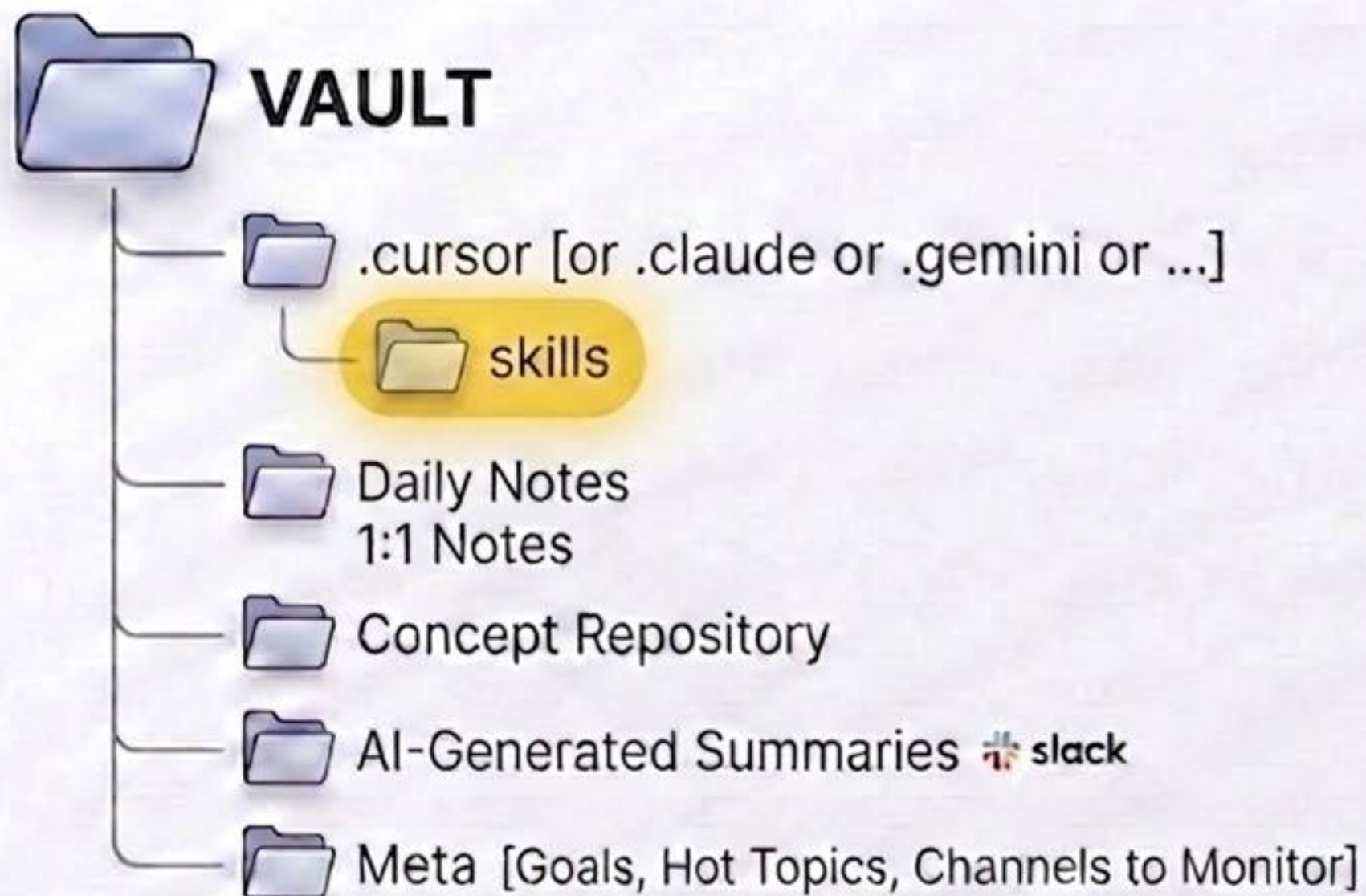


- The Vault feeds context.
- The Agents execute.
- The Tools capture the output.
- A Markdown editor.

The Vault: Organized Folder Structure Example



Agents Skills



How to create your first skill

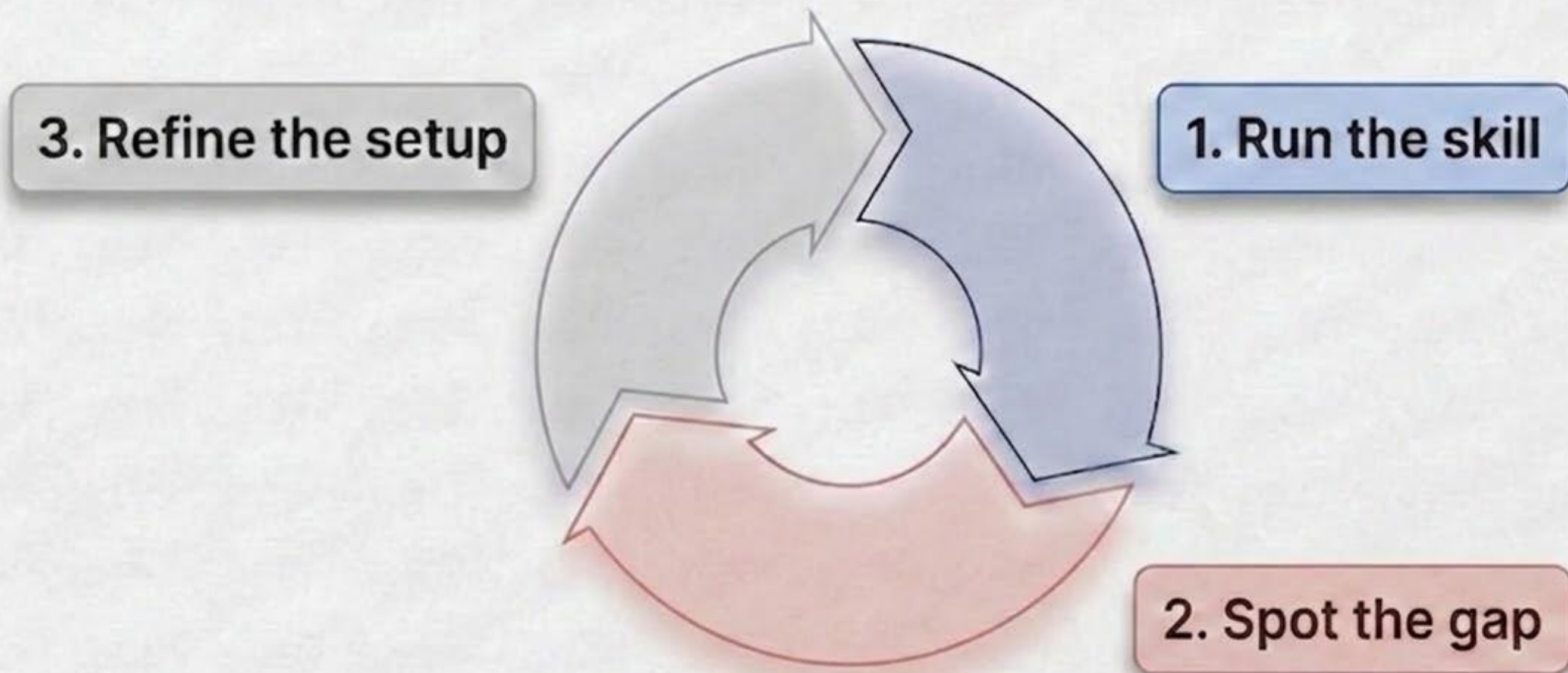
Create a skill called plan-my-day.

When I say "let's plan my day", read my notes from yesterday and surface any unfinished tasks – including anything that looks like a follow-up action, even if I didn't write it down as a task.

Check my weekly goals and flag any that haven't moved.

Then help me decide what to focus on today.

The Skill Training Loop Behind Every Agent



The most important question



Coaching



Doing



The Golden Rule of Automation



Automate Systems

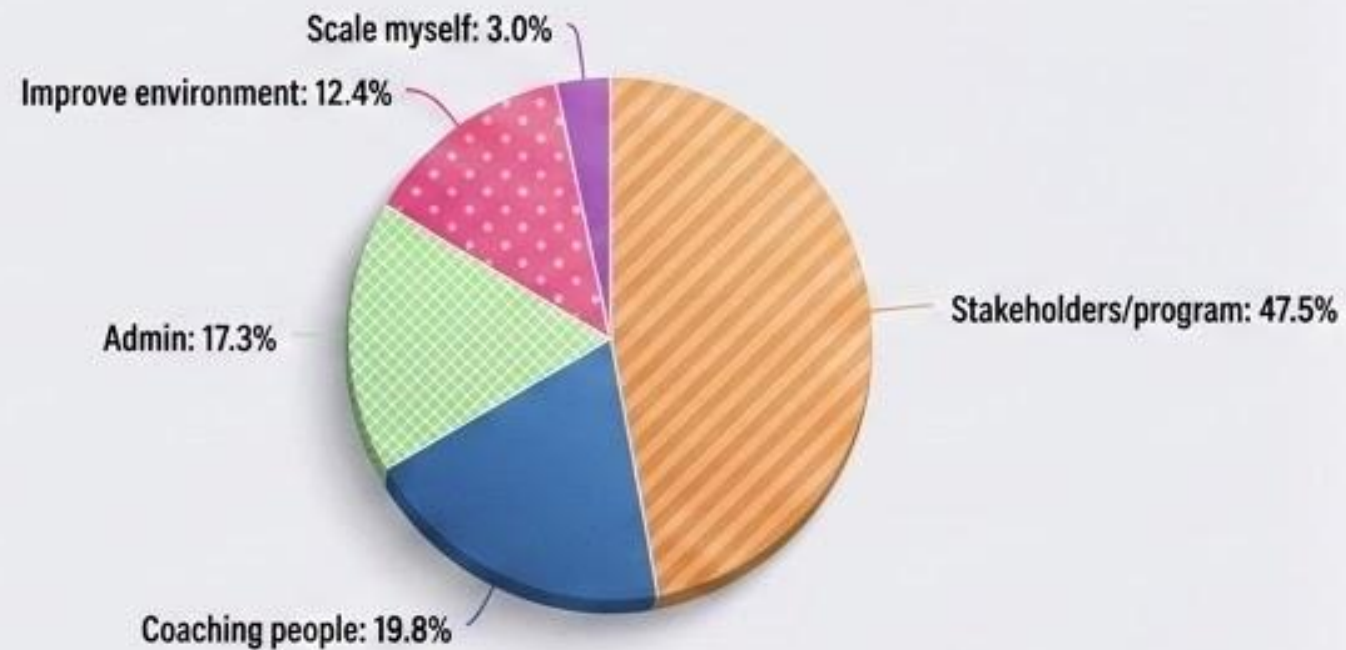


NURTURE RELATIONSHIPS

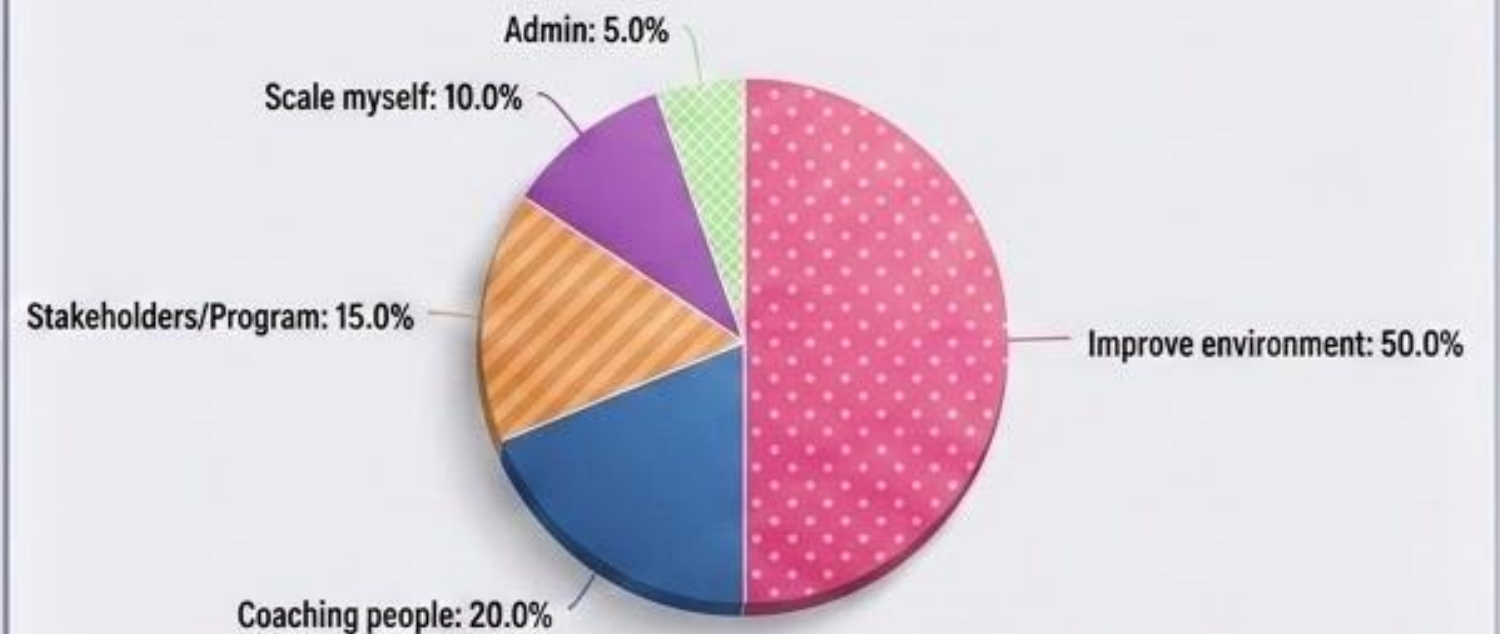
What you NEVER automate:
The human connection. Your tone of voice where it matters.

From Tetris to Shaping the Future

The Old Budget



The New Budget



Reclaiming 50% of our capacity to focus on the environment, strategy, and engineering excellence.



Choose to Surf It

The tools are here. The paradigm has shifted.
It's a big wave. Start building your staff today.

if you really want a starter project <https://github.com/casim/ai-chief-of-staff-starter>