Executive support, with the next step in view

A Notion system built by Neema Kizigha

A meeting can end with good decisions and still leave everyone wondering who is doing what. I built this system to keep the work visible: what needs doing, who owns it, when it is due and what needs attention.

My contribution

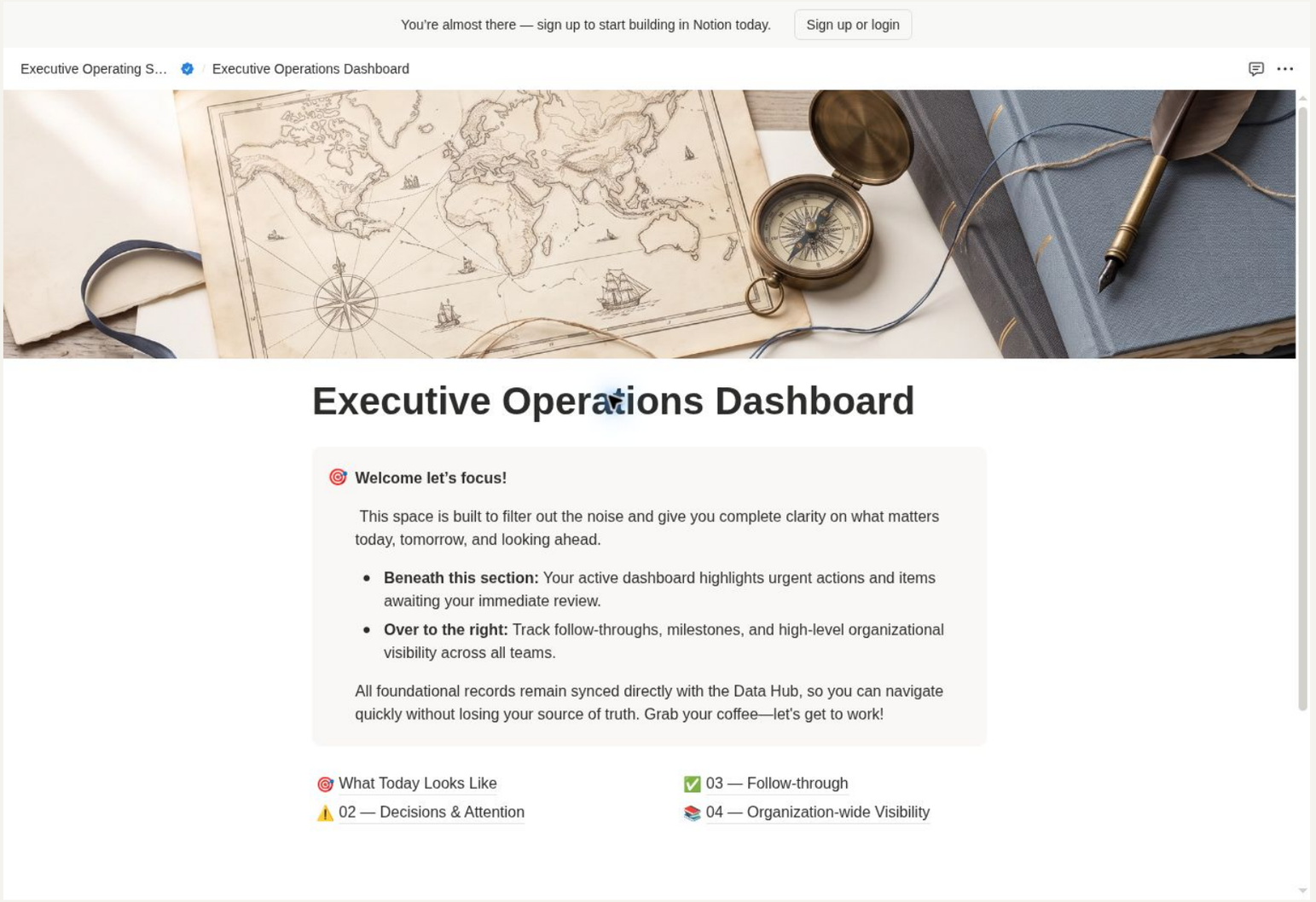
I organised an executive workspace around priorities, decisions, action tracking, operating procedures and reporting. Each part has a clear place, with linked source records and views for follow-up.

Skills demonstrated

Executive support, administrative organisation, project coordination, follow-up planning, SOP documentation and Notion database design.

01 / One place to start the day

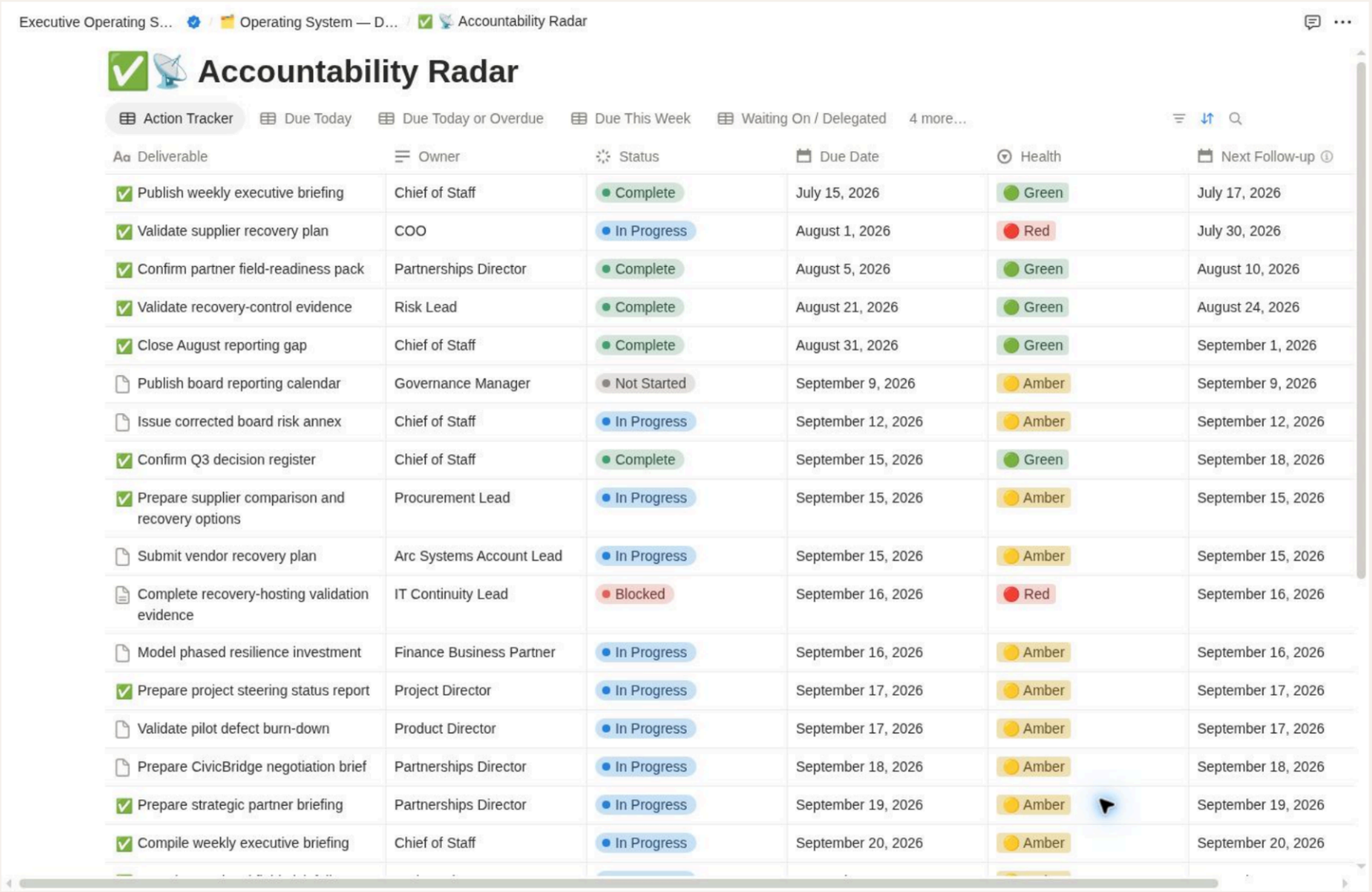
Executive Operations Dashboard - actual workspace screenshot



Daily priorities, decisions, follow-through and wider visibility each have a clear place. I use this structure to make the next review easier to navigate.

02 / Keep commitments visible

Accountability Radar - responsible roles, deadlines and follow-up



Executive Operating S… / Operating System — D… / Accountability Radar

Accountability Radar

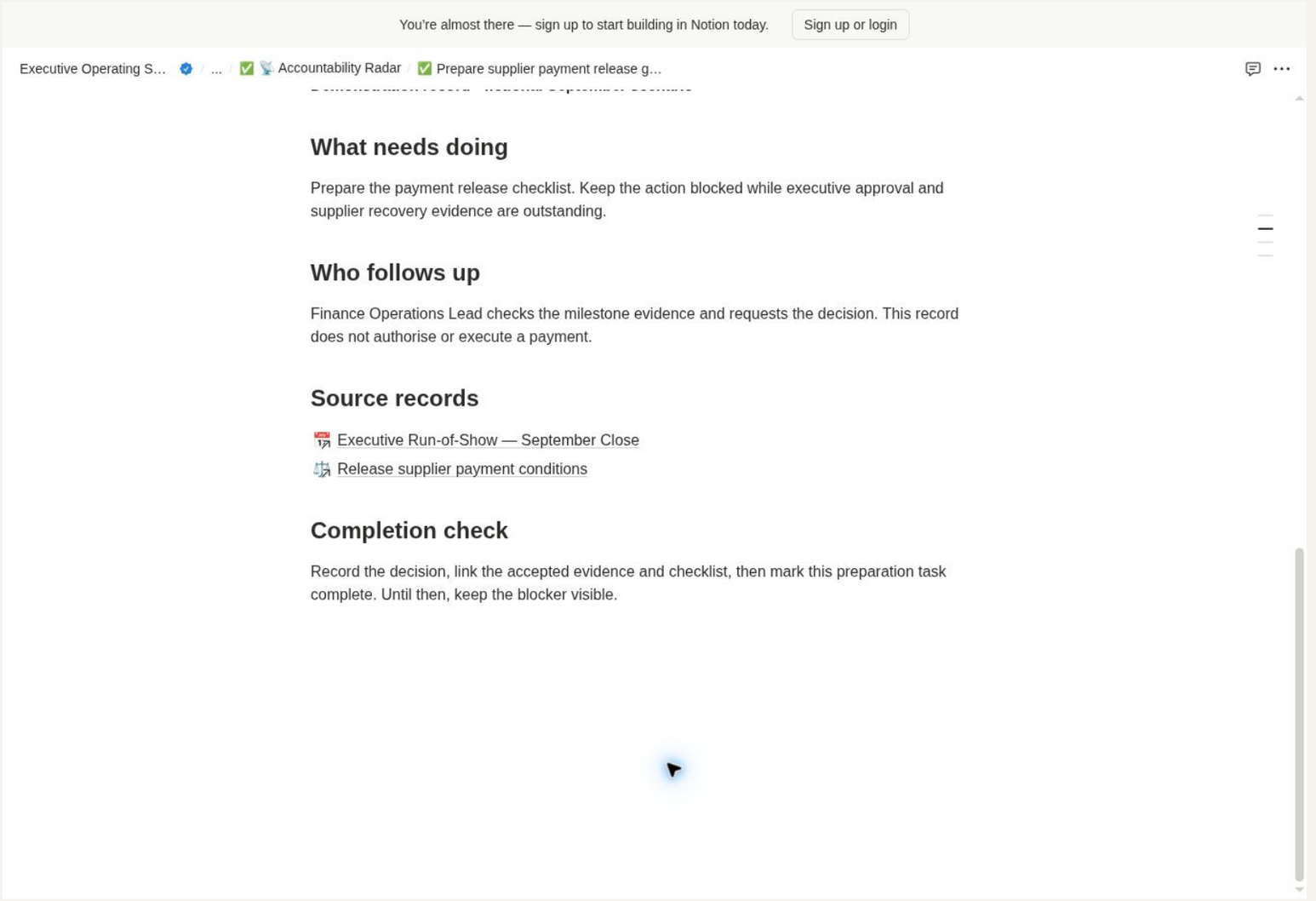
Action Tracker | Due Today | Due Today or Overdue | Due This Week | Waiting On / Delegated | 4 more…

Deliverable	Owner	Status	Due Date	Health	Next Follow-up
Publish weekly executive briefing	Chief of Staff	Complete	July 15, 2026	Green	July 17, 2026
Validate supplier recovery plan	COO	In Progress	August 1, 2026	Red	July 30, 2026
Confirm partner field-readiness pack	Partnerships Director	Complete	August 5, 2026	Green	August 10, 2026
Validate recovery-control evidence	Risk Lead	Complete	August 21, 2026	Green	August 24, 2026
Close August reporting gap	Chief of Staff	Complete	August 31, 2026	Green	September 1, 2026
Publish board reporting calendar	Governance Manager	Not Started	September 9, 2026	Amber	September 9, 2026
Issue corrected board risk annex	Chief of Staff	In Progress	September 12, 2026	Amber	September 12, 2026
Confirm Q3 decision register	Chief of Staff	Complete	September 15, 2026	Green	September 18, 2026
Prepare supplier comparison and recovery options	Procurement Lead	In Progress	September 15, 2026	Amber	September 15, 2026
Submit vendor recovery plan	Arc Systems Account Lead	In Progress	September 15, 2026	Amber	September 15, 2026
Complete recovery-hosting validation evidence	IT Continuity Lead	Blocked	September 16, 2026	Red	September 16, 2026
Model phased resilience investment	Finance Business Partner	In Progress	September 16, 2026	Amber	September 16, 2026
Prepare project steering status report	Project Director	In Progress	September 17, 2026	Amber	September 17, 2026
Validate pilot defect burn-down	Product Director	In Progress	September 17, 2026	Amber	September 17, 2026
Prepare CivicBridge negotiation brief	Partnerships Director	In Progress	September 18, 2026	Amber	September 18, 2026
Prepare strategic partner briefing	Partnerships Director	In Progress	September 19, 2026	Amber	September 19, 2026
Compile weekly executive briefing	Chief of Staff	In Progress	September 20, 2026	Amber	September 20, 2026

All 23 sample actions have owners, status, health and department. Every unfinished action has a follow-up date. Historical sample dates are retained deliberately.

03 / Keep the reason connected to the work

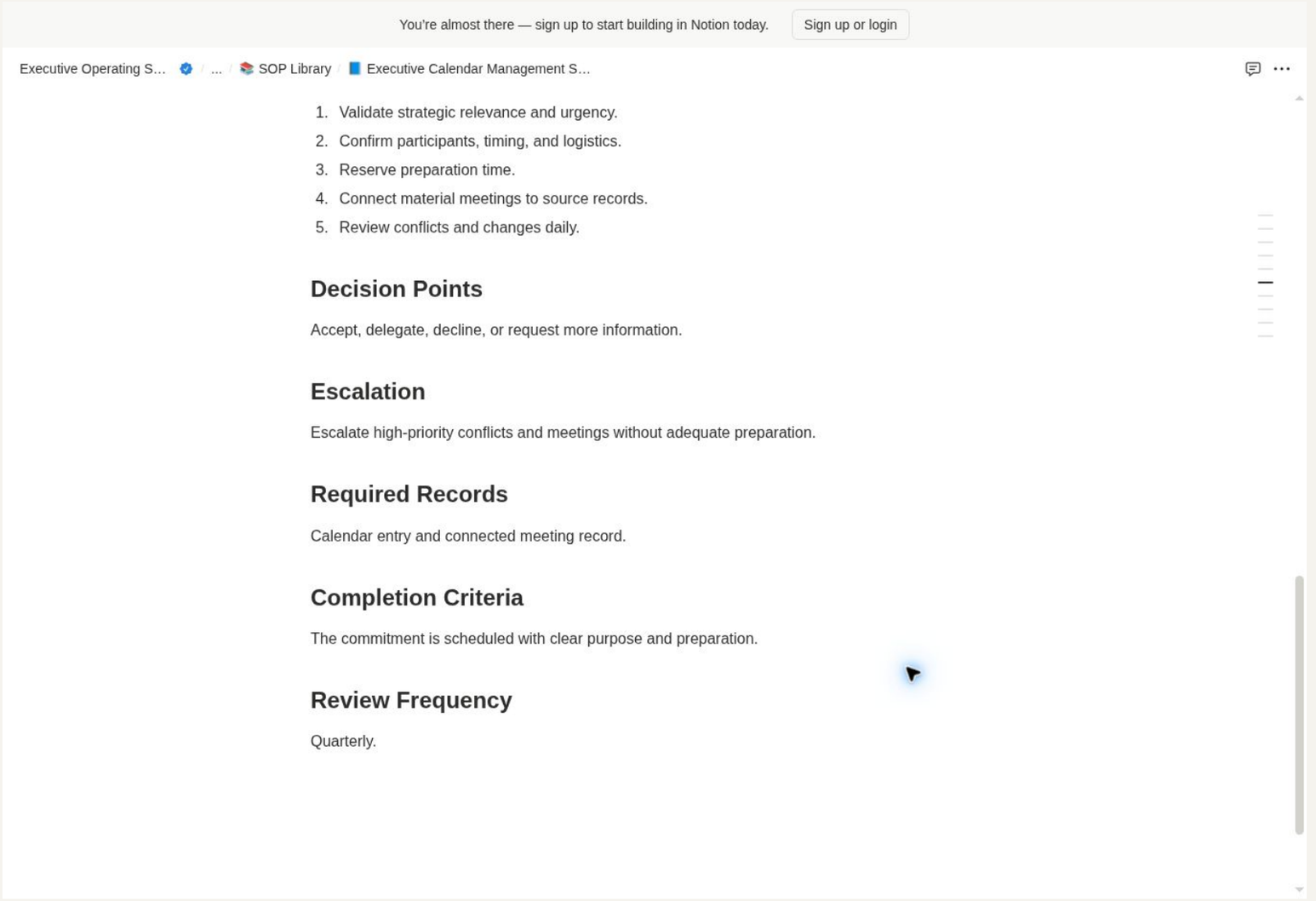
Linked meeting and decision - supplier payment preparation example



The action stays blocked while approval and evidence are outstanding. The record explains the next step and completion check, with links back to its meeting and decision.

04 / Make preparation repeatable

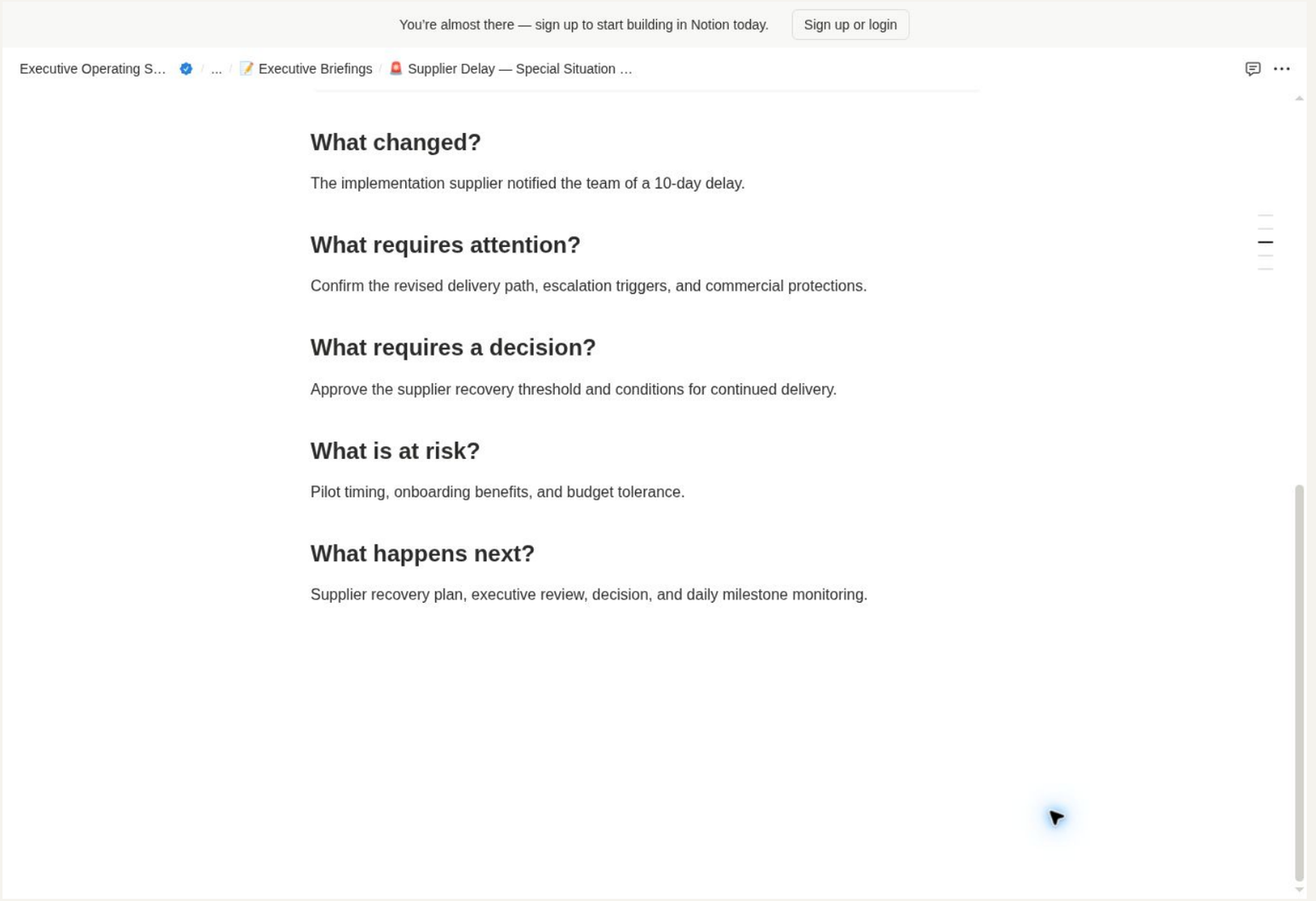
Executive Calendar Management SOP - actual procedure screenshot



Check purpose, participants, logistics and preparation time. Review conflicts, escalate when needed and keep the meeting connected to its source records.

05 / Give an update someone can use

Special-situation briefing - fictional supplier delay scenario



What changed? What needs attention? What decision is needed? What is at risk? What happens next? The briefing gives each question a direct answer.

How I turn the system into support

Clear priorities. Visible responsibility. Consistent follow-through.

Start with the work

Review priorities and upcoming commitments. Prepare meetings, confirm what the executive needs to know and protect preparation time.

Keep the next step moving

Capture decisions, confirm action owners and deadlines, follow up on blockers and record completion evidence. A completed sample Q3 register review records its owner, completion date and review criteria.

Keep the executive informed

Give a concise update on changes, risks and decisions. Keep the detail available in the linked records for when it is needed.