



Execution Excellence: The AI-Integrated Leader

Six Power Moves to Lead with Clarity, Confidence & Human-AI Mastery

Joelle Kaufman | [GTMFlow.com](#) | Pavilion Mini-Course

QUICK DIAGNOSTIC

Check the areas that most need your attention.

- ☐ Communication clarity
- ☐ Meeting effectiveness
- ☐ Prioritization (Top Three)
- ☐ Unblocking issues fast
- ☐ Role clarity & onboarding
- ☐ AI integration in leadership

1. Communicate Like a Leader

Prompt: What message or priority must your team hear so often they can repeat it?

→ _____

Action: I'll reinforce this message in ☐ 1:1s ☐ Team Meetings ☐ Slack ☐ All-Hands

2. Master the Meeting OS

Identify one meeting to redesign for clarity & impact.

Meeting: _____

Purpose: _____

Keep / Fix / Delete: ☐ K ☐ F ☐ D

Add a pre-read or memo to: _____

3. Top Three + Digital Twin

My Top Three This Week

Team Visibility Method: ☐ Shared Doc ☐ Slack Thread ☐ AI Dashboard

Digital Twin Use: How will AI help me stay always available + always curious?

→ _____

4. The STUCK Hotline

If a Top Three is blocked, I will... _____

Within _____ hours via ☐ Slack ☐ 1:1 ☐ AI alert ☐ Other _____

One recurring "stuck" I'll surface faster: _____

5. First-Day Memos & Clarity

Next New Hire / Role: _____ **Start:** _____

Top 3 Deliverables Week 1: _____

Use the First-Day Memo GPT to codify expectations before day one.

6. Codify Your Leadership OS

Which rhythm needs the most attention?

- ☐ Communication
- ☐ Cadence
- ☐ Clarity
- ☐ Coaching
- ☐ AI Integration

Accountability Partner: _____ **Next Check-in:** _____

Commitment & Next Step

This week, I will change one behavior to improve execution:

→ _____