

Executive Priority Mapping

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Sample executive profile created for demonstration purposes.

Purpose : Clarity-first support planning tool

This tool helps bring clarity to where time is being spent, where friction exists, and where the right support can make the biggest impact.

The goal is simple: reduce noise, protect focus, and keep priorities moving forward.

1. Where time is currently going

- Investor+ partner communications
- Internal leadership check-ins
- Fundraising follow-ups
- Deck + document review
- Scheduling coordination and calendar adjustments

2. Key friction points

- High inbox volume → requires constant monitoring
- Reactive calendar → limited protected focus time
- Manual follow-up tracking across conversations

3. Top 3 Priority Support Areas

1. Calendar + Time

Protection

Reduce fragmentation, protect focus time

2. Communication + Inbox Triage

Prioritize, filter, and respond with context

3. Project / Follow-Through

Track priorities and maintain momentum

4. Immediate Support Areas

Take ownership:

Calendar restructuring

Inbox triage

Meeting coordination

Observe + refine:

Communication preferences

Decision patterns

Weekly workflow

The goal isn't just to "get help"—it's to create the kind of support that makes the day feel more focused, controlled, and intentional.