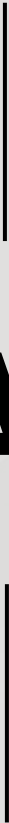


VEYASTRATEGYGROUP.COM



CLEARityTM

YOUR WEEKLY OPERATING SYSTEM

A five-step weekly framework for
founders and operators who want
structure without burnout.

CLEARity™

CLEARity™ is a system developed to bring order to freedom. It is a five-step weekly framework to prioritize and structure your work, and your team's. Use it each week to stay grounded across work, teams, and competing demands.

The Five Steps:

C — CHOOSE

L — LIMIT

E — EXPOSE

A — AUDIT

R — RETROSPECT

C — CHOOSE (MONDAY)

Choose your two or three key outcomes for the week.

These are the workstreams you're personally advancing — not observing, not advising, doing.

Write them down and share them so your team knows where your focus lives.

Why: Clarity on where you'll spend energy eliminates decision fatigue and context switching.

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L — LIMIT (MONDAY–FRIDAY)

Limit work in progress within each focus area.

Every new "quick win" displaces deep work. Be ruthless.

Block at least one two-hour window for deep work on each outcome this week.

Why: Depth beats breadth. Runway creates momentum.

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E — EXPOSE (AFTER SETTING FOCUS AND LIMITS)

Make your operating rhythm explicit.

Once you've chosen what matters, define how it moves forward:

- What's the cadence for updates or check-ins?
- Who owns each outcome, and who's the decision-maker?
- What communication method fits best — a meeting, a Slack thread, an email summary, or a shared doc?
- If a meeting already exists, ask: Is it essential? Could the same alignment happen another way, through an update or written note?

Why: Ambiguity creates friction, but unnecessary meetings drain energy. Clear rhythms preserve time and trust.

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A — AUDIT (ONGOING RHYTHM, WITH A MIDWEEK CHECK)

Treat the week like an attention audit.

Start early and keep it continuous. As your week unfolds, keep checking:

- Are my hours mapping to my top outcomes?
- Are meetings still serving their purpose, or have they become noise?
- Is my energy going to deep work or distraction?

Then, midweek, pause for a focused review. Cancel or consolidate one non-essential meeting. Reinforce at least two deep-work blocks like immovable appointments.

Why: Auditing isn't about catching mistakes, it's about maintaining alignment. When you track where your time and attention actually go, you stay in control of both.

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R — RETROSPECT (FRIDAY)

Take 20 minutes at the end of the week to reflect:

- What moved your outcomes forward?
- What was noise?
- What surprised you?
- What will you try differently next week?

If you want, build a quick way for your team to share end-of-week feedback. It doesn't need to be formal — a short Slack prompt, a one-line survey, or a quick note works. Make it easy and consistent, so it becomes part of the rhythm everyone knows you're working on together.

Bring that feedback into Monday's **CHOOSE**
Refine your focus based on what you're learning as a team.

Why: Feedback turns structure into improvement. When you close the loop, the system evolves with you.

RETROSPECT

APPLYING CLEARity™

Week 1: Run through all five steps. It may feel slow at first. That's normal.

Weeks 2-4: Refine based on your context and leadership style.

Week 5+: It becomes second nature — fewer fires, clearer decisions, better rhythm.

The goal isn't perfection. It's consistency and intention.

Start Monday. Choose your outcomes. Block your time. Share your rhythm. Notice what shifts.