

THE AI-FIRST LEADER'S OPERATING SYSTEM

# CEO's Weekly AI Command Centre

The Complete Weekly Operating System for Executives Who Run Their Business With AI — Not Just Use It Occasionally

*The top 1% of CEOs don't use AI occasionally. They've built it into every part of how they work. This is their operating system.*

8

50+

3hr

1%

Top Lead

BY BILAL | QUANTUM MIND SYSTEMS

[www.quantummindsystems.com](http://www.quantummindsystems.com)

01

## Monday Morning AI Briefing

Start every week with AI-powered clarity in 20 minutes

Run this routine every Monday morning before you check email or open Slack. It takes 20 minutes and sets the strategic frame for your entire week.

05 min

### Weekly Context Briefing

Paste into ChatGPT: 'Act as my chief of staff. Here is my context for this week: [PASTE YOUR WEEKLY GOALS, KEY MEETINGS, AND OPEN DECISIONS]. Give me: 3 things I should prioritise above all else, 2 risks I should watch for, and 1 question I should be asking that I'm not.'

05 min

### Decision Inbox Review

List every open decision you're sitting on. For each one that's been open more than 7 days, paste into Claude: 'I have been procrastinating on this decision: [DECISION]. What information am I likely missing? What is the cost of delaying further? Give me a recommended path forward.'

05 min

### Meeting Prep AI Briefing

For your 3 most important meetings this week, paste the meeting context into ChatGPT: 'Brief me on [PERSON/COMPANY] and help me prepare for a meeting about [TOPIC]. What should I know, what questions should I ask, and what outcome should I target?'

05 min

### Weekly Intention Setting

Use this prompt: 'Based on my 90-day goal of [GOAL], what is the most important thing I could do THIS WEEK to make meaningful progress? What should I stop doing to create space for it? Give me a one-sentence weekly intention.'

02

## Daily Task AI Integration

The right tool for every task type — ready to use

Map every recurring task in your week to an AI tool and a prompt template. The goal: never do a delegatable task twice without a system.

### ✉ Emails & Communications

Task	Tool	Prompt Template (customise in [ ] brackets)
Draft any email	ChatGPT	Act as my executive assistant. Draft a [tone] email to [recipient] about [topic]. My goal: [outcome].
Summarise email thread	Claude	Summarise this email thread and tell me: what decision is needed, what's the urgency, and what should I do next?
Decline politely	ChatGPT	Write a warm but firm decline to this request: [REQUEST]. I want to preserve the relationship but can't do this.

### ■ Reports & Analysis

Task	Tool	Prompt Template (customise in [ ] brackets)
Analyse data	ChatGPT	Here is my data: [PASTE]. Find the top 3 insights, flag any anomalies, and give me 2 recommended actions.
Summarise a document	Claude	Summarise this [report/contract/article] in 5 bullet points. What are the most important implications for me?
Create board update	ChatGPT	Using these metrics: [METRICS], write a concise board update covering: performance vs goals, key risks, and opportunities.

### ■ Meetings & Decisions

Task	Tool	Prompt Template (customise in [ ] brackets)
Create meeting agenda	ChatGPT	Create a [X]-minute meeting agenda for [MEETING TYPE] with [ATTENDEES]. Goal: [OUTCOME].
Summarise meeting notes	Claude	Here are my meeting notes: [NOTES]. Create: 5 key decisions made, action items with owners, and next steps.
Make a tough decision	Claude	Help me decide: [DECISION]. Here are the options: [OPTIONS]. Here are my constraints: [CONSTRAINTS].

### ■ Marketing & Content

Task	Tool	Prompt Template (customise in [ ] brackets)
Write LinkedIn post	ChatGPT	Write a LinkedIn post about [TOPIC] from my perspective as a [ROLE] in [INDUSTRY]. Hook in first sentence.
Create presentation outline	ChatGPT	Create a slide-by-slide outline for a [X]-minute presentation on [TOPIC] for [AUDIENCE]. Include key points and a strong conclusion.
Generate content ideas	ChatGPT	I need 20 content ideas for [PLATFORM] targeting [AUDIENCE] about [TOPICS]. Mix: educational, entertaining, and promotional.

03

## Friday Weekly Review System

Close the week right — in 30 minutes with AI

Never end a week without a structured review. This 30-minute routine builds compounding business intelligence over time — and makes you a better decision-maker every single week.

### ■ Performance Review (10 min)

Revenue this week vs last week \$ \_\_\_\_\_ vs \$ \_\_\_\_\_ = \_\_\_\_% change

Key metric #1 (e.g. CVR, CAC, MRR) \_\_\_\_\_ vs target: \_\_\_\_\_

Key metric #2 \_\_\_\_\_ vs target: \_\_\_\_\_

Biggest win this week (be specific) \_\_\_\_\_

Biggest miss or setback \_\_\_\_\_

### ■ Insights & Decisions (10 min)

Most important decision I made this week \_\_\_\_\_

One thing I learned this week \_\_\_\_\_

Something I was wrong about \_\_\_\_\_

AI prompt I found most useful \_\_\_\_\_

### ■ Forward Planning (10 min)

Top 3 priorities for next week 1) \_\_\_\_ 2) \_\_\_\_ 3) \_\_\_\_

One thing I've been avoiding that I need to face \_\_\_\_\_

One process I should automate with AI this month \_\_\_\_\_

Team pulse (1–10) \_\_\_\_\_/10 — because: \_\_\_\_\_

04

## CEO KPI Dashboard Template

The numbers every AI-powered CEO tracks weekly

Fill these in weekly — then feed them to ChatGPT with the prompt: 'Here are my KPIs this week: [PASTE TABLE]. Analyse trends, flag anything that needs attention, and give me 3 actions to improve next week.'

### ■ Revenue & Finance

KPI	Week 1	Week 2	Week 3	Week 4
Revenue (weekly)	\$ _____	\$ _____	\$ _____	\$ _____
Gross Margin %	_____ %	_____ %	_____ %	_____ %
EBITDA %	_____ %	_____ %	_____ %	_____ %
Cash in bank	\$ _____	\$ _____	\$ _____	\$ _____
Burn rate / runway	___mo	___mo	___mo	___mo

### ■ Marketing & Sales

KPI	Week 1	Week 2	Week 3	Week 4
New leads/enquiries	_____	_____	_____	_____
Customer acquisition cost	\$ _____	\$ _____	\$ _____	\$ _____
Conversion rate %	_____ %	_____ %	_____ %	_____ %
New customers this week	_____	_____	_____	_____
Social/email growth	_____	_____	_____	_____

### ■ Customer

KPI	Week 1	Week 2	Week 3	Week 4
NPS / satisfaction score	___/10	___/10	___/10	___/10
Refund/return rate	_____ %	_____ %	_____ %	_____ %
Active customers	_____	_____	_____	_____
Support tickets	_____	_____	_____	_____

### ■ Team

KPI	Week 1	Week 2	Week 3	Week 4
Team size (headcount)	_____	_____	_____	_____
Team morale (1–10)	___/10	___/10	___/10	___/10
Open positions	_____	_____	_____	_____
Key delivery on track?	Y/N	Y/N	Y/N	Y/N

JOIN THE 1%

# Build Your AI-First Business Operating System

---

This command centre is your template. But the leaders who truly pull away are the ones who customise it, embed it in their team's culture, and continuously upgrade their AI workflows. Bilal can help you build the full system for your specific business.

## Book an AI Strategy Session

Build a custom AI command centre for your specific business and team.

[www.quantummindsystems.com/appointment](http://www.quantummindsystems.com/appointment)

## Download the AI Prompt Vault

300+ copy-paste prompts for every business function.

[www.quantummindsystems.com/products](http://www.quantummindsystems.com/products)

## AI Venture Strategy Consulting

Build, validate and scale AI-driven products with Bilal's guidance.

[www.quantummindsystems.com/services](http://www.quantummindsystems.com/services)