Weekly Execution Template

Week [X] - [Start Date] to [End Date]

Copy this template for each week of your 90-day journey

Week Overview

This Week's Focus: [Primary objective for the week]

Expert Consultation: [Which expert and when]

Key Deliverables: [3-5 main outcomes expected]

Daily Prompt Execution Plan

MONDAY: Planning & Strategy Day

8:00 AM - Weekly Planning

Role: Strategic Planner

Task: Plan Week [X] priorities and objectives

Last Week's Results:

- Features completed: [list]

- Users gained: [number]

- Revenue: \$[amount]

- Key learnings: [insights]

Current Metrics:

- Total users: [number]

- Daily active users: [number]

- Monthly recurring revenue: \$[amount]

- System performance: [metrics]

This Week's Objectives:

- 1. [Primary objective with success criteria]
- 2. [Secondary objective with success criteria]
- 3. [Tertiary objective with success criteria]

Please generate:

- 1. Daily task breakdown with time estimates
- 2. Resource allocation and priority ranking
- 3. Risk assessment and mitigation strategies
- 4. Expert consultation preparation plan
- 5. User feedback integration priorities
- 6. Competitive response strategies
- 7. Success metrics and validation criteria

Format: Executive summary + detailed daily plans + risk mitigation

10:00 AM - Competitive Intelligence

Perplexity Pro

Weekly competitive analysis for knowledge platform space:

Monitor these competitors:

- Perplexity AI (feature updates, user feedback)
- You.com (new capabilities, market positioning)
- Google Bard/Search (Al integration developments)
- ChatGPT (new features affecting search/knowledge)
- Academic platforms (Research Gate, Semantic Scholar)

This week's focus areas:

- New product launches or features
- Pricing strategy changes
- User sentiment and feedback analysis
- Partnership announcements
- Technology stack insights
- Market positioning shifts

Provide:

- 1. Executive summary of key developments
- 2. Threat assessment and opportunity identification
- 3. Feature gap analysis vs our platform
- 4. User sentiment trends and insights
- 5. Strategic recommendations for our response
- 6. Market timing and positioning advice
- 7. Partnership or acquisition opportunities

Output format: Brief summary + detailed analysis + action recommendations

2:00 PM - User Feedback Analysis

Role: User Experience Analyst

Task: Comprehensive user feedback analysis for Week [X]

User Feedback Sources:

[Paste all user feedback from surveys, support tickets, social media, direct feedback]

Usage Analytics Data:

[Paste key behavioral data, feature usage, drop-off points]

Support Ticket Summary:

[Paste common issues and resolution patterns]

Please analyze:

- 1. Common pain points and friction areas
- 2. Feature requests with impact and effort assessment
- 3. User satisfaction trends and sentiment analysis
- 4. Churn indicators and retention improvement opportunities
- 5. Success stories and positive usage patterns
- 6. Product-market fit signals and validation
- 7. Communication strategy for addressing concerns

Prioritize by: User impact, implementation effort, business value, urgency

Output: Actionable insights + feature roadmap updates + user communication plan

TUESDAY: Development Day 1

8:00 AM - Daily Development Planning

Claude Pro (Account 2)

Plan Tuesday's development priorities based on Monday's strategic planning.

Focus on [specific area from weekly plan].

Generate specific AI tasks for ChatGPT accounts and technical implementation plan.

Include testing and validation criteria for all development work.

9:00 AM - Primary Feature Development

[Assign to appropriate ChatGPT account based on feature type]

[Use specific feature development prompt from main library based on week's priority]

Example if working on search features:

Role: Frontend Developer

Task: Enhance search interface with [specific improvement]

Requirements:

[Based on user feedback and weekly priorities]

Please generate:

[Specific deliverables based on weekly objectives]

1:00 PM - Backend/API Development

ChatGPT Plus (Account 2)

[Use backend development prompts from main library based on current needs]

Focus: Support the frontend features being developed

Ensure: API performance, error handling, testing coverage

Integration: With existing systems and database

4:00 PM - Testing & Integration

ChatGPT Plus (Account 2) - Testing

Role: QA Engineer

Task: Comprehensive testing of today's development work

Features Developed Today:

[List morning's development outputs]

Create testing suite including:

- 1. Unit tests for all new functions
- 2. Integration tests for API endpoints
- 3. E2E tests for user workflows
- 4. Performance tests for scalability
- 5. Security validation for new features
- 6. Accessibility compliance checks
- 7. Mobile responsiveness validation

Generate test scripts and validation criteria for each area.

WEDNESDAY: Development Day 2 + Mid-Week Review

8:00 AM - Daily Planning

Claude Pro (Account 2)

Mid-week progress review and Wednesday planning.

Assess Tuesday's accomplishments vs goals.

Adjust Wednesday priorities based on progress and any blockers.

Prepare for mid-week expert consultation if scheduled.

9:00 AM - Feature Enhancement/Optimization

Claude Pro (Account 1)

Role: Senior Engineer

Task: Optimize and enhance existing features based on usage data

Focus Areas:

[Based on Monday's user feedback analysis]

Performance Data:

[Current system performance metrics]

Please optimize:

- 1. Code performance and efficiency
- 2. Database query optimization
- 3. User experience improvements
- 4. System reliability and error handling
- 5. Scalability preparations
- 6. Security hardening
- 7. Monitoring and alerting

Target improvements: [Specific metrics to improve]

1:00 PM - Documentation & Content

Role: Technical Writer

Task: Create/update documentation and user-facing content

This week's documentation needs:

[Based on new features and user feedback]

Please create:

- 1. API documentation updates
- 2. User guide improvements
- 3. Feature announcements and release notes
- 4. Help articles for common issues
- 5. Developer documentation updates
- 6. Marketing content for new features
- 7. Internal process documentation

Style: Clear, user-friendly, example-driven, SEO-optimized

4:00 PM - Expert Consultation Prep (if scheduled)

Claude Pro (Account 2)

Role: Project Manager

Task: Prepare for [type] expert consultation

This Week's Progress:

[Summarize accomplishments and current state]

Key Questions for Expert:

[Based on current challenges and decisions needed]

Consultation Materials Needed:

- 1. Progress summary and current metrics
- 2. Technical decisions and architecture updates
- 3. User feedback summary and implications
- 4. Specific questions and decision points
- 5. Roadmap updates and priority validation
- 6. Resource allocation and timeline questions
- 7. Strategic positioning and market feedback

Format: Executive summary + technical details + question list

THURSDAY: Advanced Development + Expert Consultation

8:00 AM - Daily Planning

Claude Pro (Account 2)

Plan Thursday priorities focusing on advanced features and expert consultation.

Prepare final materials for expert session.

Plan post-consultation implementation tasks.

9:00 AM - Advanced Feature Development

[Assign based on complexity - usually Claude Pro for complex logic]

[Use advanced feature prompts from main library]

Focus: Complex algorithms, integrations, or architectural components

Requirements: Based on weekly objectives and user needs Validation: Performance, security, scalability considerations

11:00 AM - Expert Consultation

[2-hour expert consultation - varies by week]

- Week 1: Technical Architecture
- Week 2: Product Strategy
- Week 3: Business Operations
- Week 4: Growth Marketing
- [Rotating pattern continues]

2:00 PM - Implement Expert Recommendations

Role: Senior Developer/Architect

Task: Implement expert consultation feedback

Expert Recommendations:

[Key points from consultation]

Priority Actions Identified:

[Immediate, short-term, long-term actions]

Please implement:

- 1. Immediate technical changes recommended
- 2. Architecture updates and improvements
- 3. Process optimizations suggested
- 4. Strategic pivots or adjustments
- 5. Risk mitigation measures
- 6. Performance improvements
- 7. Scalability preparations

Document all changes and rationale for future reference.

FRIDAY: Polish, Deploy & Planning

8:00 AM - Daily Planning

Claude Pro (Account 2)

Plan Friday: focus on polishing week's work, deployment, and next week planning.

Review week's accomplishments vs objectives.

Identify items for deployment and areas needing polish.

9:00 AM - Feature Polish & Bug Fixes

ChatGPT Plus (Account 1)

Role: Frontend Developer

Task: Polish and refine this week's development work

Areas to Polish:

[Based on week's development and testing feedback]

Please refine:

- 1. User interface improvements and responsive design
- 2. Error handling and user feedback messages
- 3. Loading states and performance optimizations
- 4. Accessibility improvements
- 5. Mobile experience optimization
- 6. Visual design and user experience
- 7. Integration and workflow improvements

Focus: User experience, visual polish, performance

11:00 AM - Final Testing & Deployment Prep

ChatGPT Plus (Account 2)

Role: DevOps Engineer

Task: Prepare week's work for production deployment

This Week's Deliverables:

[List all completed features and improvements]

Deployment Checklist:

- 1. Final integration testing
- 2. Performance validation
- 3. Security scan and validation
- 4. Database migration preparation (if needed)
- 5. Monitoring and alerting setup
- 6. Rollback plan preparation
- 7. User communication plan

Generate deployment scripts and validation procedures.

2:00 PM - Weekly Review & Analysis

Role: Project Manager and Business Analyst

Task: Comprehensive week [X] review and analysis

Week's Objectives vs Achievements:

[Compare planned vs actual results]

Key Metrics Comparison:

- Start of week: [users, revenue, features]
- End of week: [users, revenue, features]
- Growth rates: [week-over-week changes]

Accomplishments:

[Major features, improvements, fixes completed]

Challenges and Learnings:

[Obstacles encountered and insights gained]

Please analyze:

- 1. Goal achievement assessment with gap analysis
- 2. Development velocity and efficiency trends
- 3. User response to new features and changes
- 4. Business metric impacts and projections
- 5. Technical debt and quality assessment
- 6. Team (Al workforce) performance optimization
- 7. Strategic position and competitive analysis

Generate: Executive summary + detailed analysis + recommendations

4:00 PM - Next Week Planning

Role: Strategic Planner
Task: Plan Week [X+1] based on current progress and market needs
Current State Assessment:
[Week's results and new baseline]
Market and User Insights:
[Recent feedback, competitive developments, opportunities]
Resource and Constraint Analysis:
[Al workforce utilization, expert consultation scheduling, priorities]
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Next Week's Strategic Focus:
[Based on quarterly objectives and current trajectory]
Please plan:
1. Weekly theme and primary objectives
2. Daily development priorities and task breakdown
3. Expert consultation type and preparation needs
4. User feedback integration and validation plans
5. Business development and growth initiatives
6. Risk mitigation and contingency planning
7. Success metrics and validation criteria
Output: Complete next week plan ready for Monday execution
■ Weekly Success Metrics Template
Weekly Success Metrics Template
Development Metrics
Features completed:/[planned]
Al prompt success rate:%
Code quality score: %

User Metrics

oser meanes
New user signups:
Daily active users:
User retention rate:%
Feature adoption rate:%
User satisfaction score:/5

Deployment success: Y/N

Expert recommendation implementation: ___%

Business Metrics
Revenue growth: \$
Customer acquisition cost: \$
☐ Monthly recurring revenue: \$
Expert consultation ROI:x
Development cost per feature: \$
Quality Metrics
☐ System uptime:%
Response time average:ms
☐ Bug count:
☐ Security issues:
Performance score:/100
◎ Weekly Checklist
Monday Preparation
Review last week's metrics and learnings
Update user feedback and competitive analysis
☐ Schedule expert consultation
Plan weekly development priorities
Update project roadmap if needed
Daily Development
☐ Morning planning with Al workforce
Feature development and implementation
☐ Testing and quality validation
☐ Documentation and content updates
☐ Evening progress review
Friday Completion
☐ Deploy week's accomplishments
Comprehensive weekly review
☐ Plan next week's priorities
Update stakeholders and metrics
☐ Prepare for next expert consultation
Continuous Activities
☐ Monitor user feedback and support

☐ Track competitive developments
Optimize AI workforce utilization
☐ Maintain development quality standards
☐ Document learnings and best practices

Weekly Adaptation Notes

Week 1-4: Foundation Phase

- Focus: Core feature development and expert validation
- Al Usage: Heavy on architecture and system building
- Expert Consultations: Technical architecture and product strategy

Week 5-8: Feature Development Phase

- Focus: Advanced features and user experience
- Al Usage: Balanced between frontend/backend development
- Expert Consultations: Business operations and growth strategy

Week 9-12: Launch & Growth Phase

- Focus: Launch preparation and growth systems
- Al Usage: Marketing, optimization, and scaling
- Expert Consultations: Growth marketing and business development

Adaptation Strategy: Each week, adjust this template based on:

- Previous week's learnings and results
- User feedback and market changes
- Expert consultation insights
- Technical challenges and opportunities
- Business development needs and priorities