

Manager Operating System

TRN Webinar Series

Part 1: Weekly management rhythm that drives accountability and follow-through





Meet Mike Bates



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Business Psychologist



Ex-British Army Infantry Reconnaissance



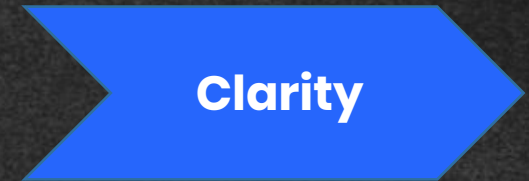
Helping leaders and teams work better together.



The promise for today

By the end, you have a simple weekly rhythm they can use immediately.

- Spot why follow-through breaks down, even when people are really trying
- Use energy, time estimation and accountability to reduce friction
- Build a Monday, midweek and Friday rhythm for commitments
- Create better follow-through without self-blame or needing to micromanage



Why Routines Matter for Mental Health

The psychological backing behind this concept highlights several biological and mental benefits:

- **Stability:** Routines provide predictability in a chaotic world, which helps lower anxiety by reducing uncertainty.
- **Decision Fatigue:** Automating repetitive, daily tasks, like waking up, eating, and sleeping at the same times, saves mental energy for more complex decisions.
- **Biological Regulation:** A consistent sleep and wake cycle helps regulate the brain's stress-response systems.
- **Headspace Insights:** Experts often suggest that routines are critical in managing conditions like bipolar disorder, ADHD, and insomnia.

Prime Time

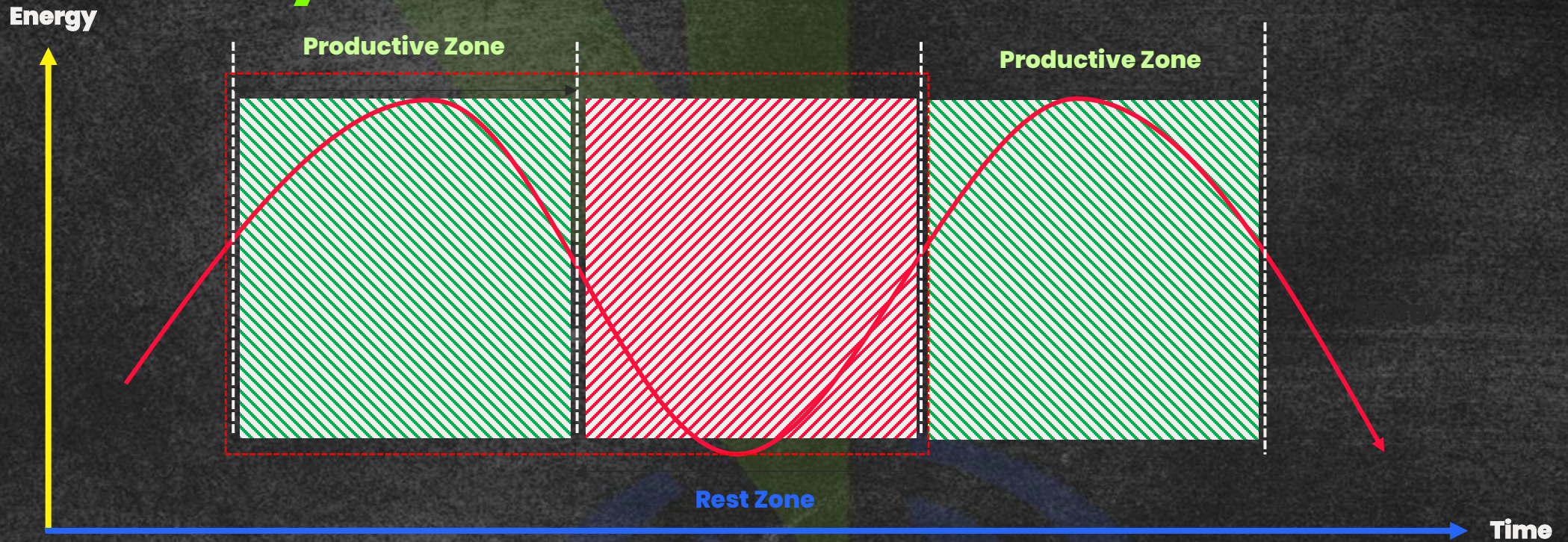


When are you at your best?

- When are you at your best?
- When do you have the most energy?
- When do you have the fewest interruptions/distractions?
- When can you schedule focus time?



Ultradian Rhythm



- Ultradian Rhythm cycles every 90 – 120 minutes
- Natural Rhythm – much like the Circadian Rhythm.

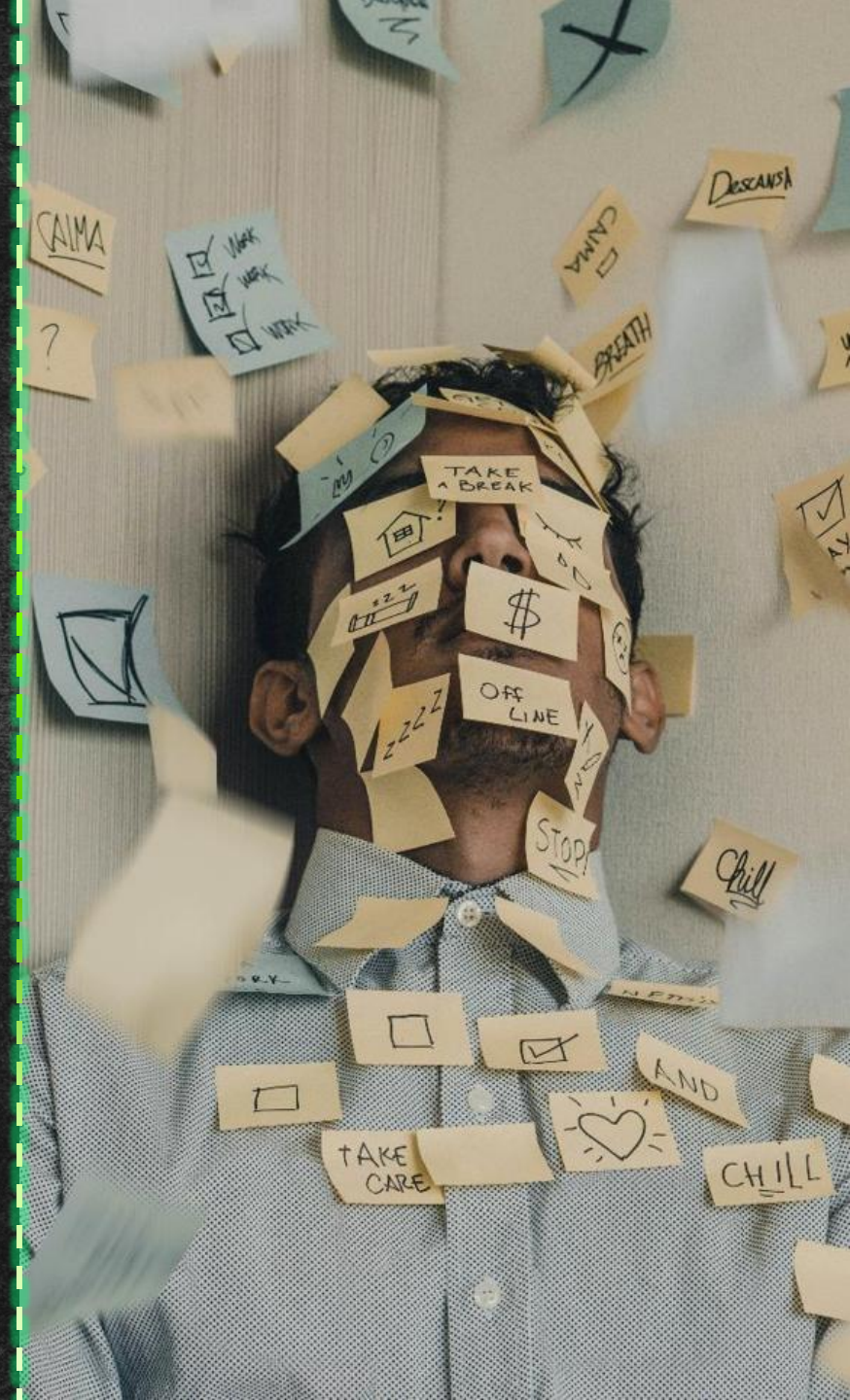


Ultradian Rhythm

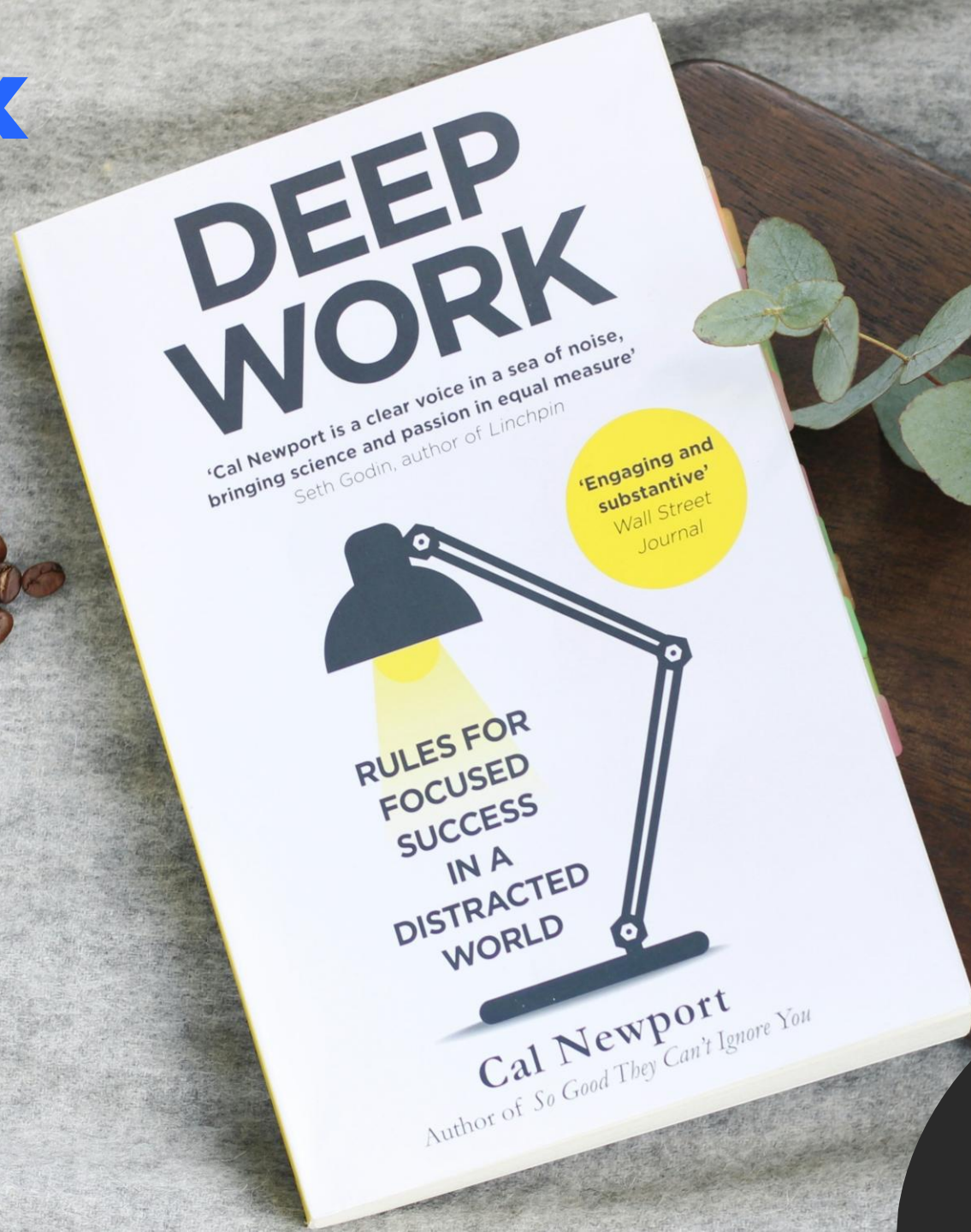
- You typically reach peak productivity 2 hours after you wake up
- Schedule complex and cognitively demanding tasks during this time
- Create a routine for 'deep work' during this time
- Schedule non-cognitively demanding tasks during this time

Pitfalls of ignoring our Ultradian Rhythm

- Frustration
- Procrastination
- Zoning out/Daydreaming
- Feeling tired
- Re-work
- Heightened stress levels
- Anxiety
- Mistakes
- Negative Coping strategies
- Caffeine/Energy Drinks
- Eating/Sugar rush
- 'Pushing Through'
- Working extra hours
- Sacrificing Sleep



Deep Work





Build a Deep Work Routine

Make the following considerations when building a deep work ritual:

📍 **Location** – choose a space that's distraction-free and conducive to long periods of focus.

🕒 **Duration** – Before you start a deep work session, determine precisely how much time you'll devote to the task ahead.

📅 **Structure** – Set structure for yourself and define what deep work mode looks like.

✅ **Requirements** – After a few sessions of focused work, you'll learn what you require to support your commitment to deep work

What stops us from following through

Plan

Follow
Through

Conquer



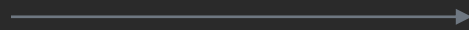
Why follow-through fails, even when people care

The issue is often a pattern, not intent.

Intent



Thoughts



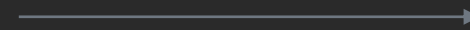
Action



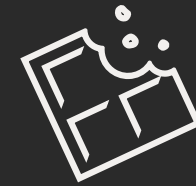
Relax



Deadlines



Result



Lack of
Planning
or routine

Instant
gratification

The gap is filled by automatic thoughts, short-term relief, unclear commitments and weak rhythm.

The Manager OS idea

A manager operating system is the rhythm that turns intention into action.



The weekly management rhythm

Simple cadence, fewer surprises.

Monday

Morning

Priorities and commitments

What matters this week?
Who owns what?
What is the definition of done?

Midweek

Morning

Blockers and support

What is stuck?
What help is needed?
What needs escalating?

Friday

Afternoon

Review and learning

What got done?
What slipped?
What will we change next week?

+ Create

Time Boxing

June 2026

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Meet with...

Search for people

My calendars

- Business Clarity Sessions
- Client Work
- Business Development
- Planning & Admin
- Personal & Breaks

Other calendars

- Holidays in United Kingdom
- Bank Holidays UK

GMT+1

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

8:00 - 8:30
Weekly Planning

8:30 - 9:00
Email + Priorities

9:00 - 10:30
Client Outreach

10:45 - 12:00
Business Clarity Session

13:00 - 15:00
Client Delivery Prep

15:15 - 16:15
Follow-up + CRM

16:15 - 17:00
Proposal Writing

8:00 - 9:30
Deep Work,
Programme Design

10:00 - 11:00
Business Clarity Session

11:30 - 12:30
Client Meeting

13:30 - 15:30
Client Delivery Workshop

16:00 - 17:00
Follow-up Calls

8:00 - 9:00
Morning Admin

9:30 - 11:30
Client Team Session

12:00 - 13:00
Lunch + Buffer

13:30 - 14:30
Business Development Calls

15:00 - 16:30
Proposal + Follow-up

16:30 - 17:00
Reflection Notes

8:00 - 9:00
CEO Hour / Strategy

9:30 - 10:30
Business Clarity Session

11:00 - 12:00
Client Meeting

13:00 - 15:00
Delivery, Team Coaching

15:15 - 16:00
CRM Updates

16:00 - 17:00
Content + LinkedIn

8:00 - 9:00
Weekly Review

9:30 - 10:30
Business Clarity Session

11:00 - 12:00
Pipeline Review

13:00 - 14:30
Client Debrief

15:00 - 16:00
Next Week Planning

16:00 - 16:30
Inbox Zero

TUE 30

WED 1

THU 2

FRI 3

SAT 4

Things to take away...

Follow-through improves when the system makes the right behaviour easier.

Clarity beats hope • **Rhythm beats heroics** • **Review beats blame**



www.vectorpeopleconsultants.com



Connect with Mike

Let's connect and **create impact** together.



Scan to
connect

