Verified Execution: Done Log

Complete Kickoff & Training Guide

Getting Your Team from “Why Do We Need This?” to “I Can’t Work Without It”

What This Guide Covers

This guide walks you through everything you need to get Verified Execution working for your organization. Follow each step in order. Don’t skip ahead. Each step builds on the one before it.

Time to Complete: 30-45 minutes for Admin setup, 10-15 minutes per team member

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Part 1: Before You Start (Admin Only)

Step 1: Understand What You’re Building

Verified Execution is NOT a task management app. It’s an accountability system that creates proof of work.

Here’s the difference:
- **Task apps** help you list things to do
- **Verified Execution** proves things got done AND who checked them

Think of it like a flight checklist. Pilots don’t just check boxes—another person verifies critical items. That’s what we’re building for your work.

Step 2: Set Up Your Own Personal Organization First

Why This Matters: Before you bring your team in, learn the system yourself. Practice on your own goals first.

GIFT FOR ADMINS: Contact your Premier Admin to get a free “Personal Training” organization. This is your private space to:
- Practice the workflow without team pressure
- Track personal goals (fitness, reading, home projects)
- Learn every feature before teaching others
- Keep winning on personal stuff while leading your team

How to Request:
1. Email your Premier Admin or use the contact form
2. Ask for a “Personal Training Org” with your name
3. Start logging personal outcomes there first

Part 2: Admin Setup (Do This First)

Case Example: Sarah's HVAC Company

Sarah runs a 5-person HVAC installation team. She just signed up for Verified Execution.

Step A: Create Your Organization

1. Go to verifiedexecution.com
2. Click "Start Your Pro Trial"
3. Fill in:
   - **Organization Name:** "ABC HVAC Services" (use your real company name)
   - **Your Name:** "Sarah Johnson"
   - **Email:** sarah@abchvac.com
   - **Password:** Use a strong one (uppercase, lowercase, number, symbol)
4. Click "Create Account"
5. You're now logged in as the Admin

Step B: Complete Your Profile

This is important. A half-finished profile = a half-working system.

1. Click your name (top right) → "Profile"
2. Fill in everything:
   - **Phone Number:** For text alerts about verification requests
   - **Role:** Select the best match for what you do
   - **Industry Preset:** Pick your field (HVAC, Construction, IT, etc.)
   - **Default Verifier:** Leave blank for now (you'll set this after adding team)

Step C: Log Your First Outcome (Practice)

Do this before adding anyone else.

1. Go to Dashboard → "Log Outcome"
2. Fill in an outcome you completed today. Example:
   - **What did you accomplish?** "Completed quarterly safety inspection for service vehicles"
   - **Category:** Operations
   - **Time Spent:** 45 minutes
   - **Verifier:** Leave blank (self-verified for now)
3. Click "Submit"

What Just Happened:
- Your outcome is now in the system
- It shows as "Pending" because no one verified it yet
- This is exactly what your team will experience

Step D: Create Your Top 6 Tasks

1. Go to Dashboard → "My Top 6"
2. Add 6 tasks you need to do this week. Example:
   - "Review quarterly revenue numbers"
   - "Call supplier about parts delay"

- "Interview candidate for tech position"
- "Update employee handbook"
- "Prepare client presentation"
- "Schedule next month's training"

3. Star ⭐ the most important ones to put them in your "Focus" list

Pro Tip: Don't add more than 6 focus items. That's the rule. Finish these before adding more.

Part 3: Adding Your First Team Member

Case Example Continued: Sarah Adds Her Lead Technician

Sarah's lead tech is Mike. He's been with the company 8 years. He's skeptical about new software.

Step A: Admin Adds the User

1. Go to Dashboard → Admin → Users tab
2. Click "Add User"
3. Fill in:
   - **Name:** Mike Rodriguez
   - **Email:** mike@abchvac.com
   - **Role:** Lead Technician
   - **Temporary Password:** Give them something simple like "Welcome123!"
4. Click "Create User"
5. **Tell Mike:** "I just added you. Check your email for login info."

Step B: What Mike Sees (New User Experience)

Mike's First Day:

1. Gets email: "You've been added to ABC HVAC Services on Verified Execution"
2. Clicks the login link
3. Enters email and temporary password
4. **System asks:** "Set a new password"
5. Creates real password
6. Sees the Welcome screen explaining:
   - What Verified Execution is
   - The 3-step workflow (Do → Log → Verify)
   - Why it matters

Step C: Mike's First Training Tasks

Have Mike do these 3 things (in order):

Task 1: Complete His Profile
- Add phone number
- Choose his role
- Set his industry preset (this loads common outcomes he'll use)
- Pick a default verifier (probably Sarah, his manager)

Task 2: Log One Real Outcome
- Something he actually completed today
- Example: “Replaced compressor unit at 123 Main St, tested system, verified cooling within spec”
- Select Sarah as verifier

Task 3: Create His Top 6 for the Week
- Add his real tasks for this week
- Star the most urgent ones

What This Does:
- Mike now understands the core workflow
- Sarah got a verification request (she’ll see a notification)
- The system is working

Part 4: The Weekly Accountability Cycle

This Is Where Most Teams Fail—Don’t Skip This

Logging outcomes is good. But real accountability needs a weekly rhythm.

The 7-Day Cycle

Monday: Commitment Day

Every team member does this:
1. Open “My Top 6”
2. Look at your backlog of tasks
3. Star ⭐ the 6 most important for THIS WEEK
4. Click “Commit to Week”

What This Does:
- You’ve now promised (to yourself and your accountability partner) what you’ll finish
- The system remembers what you committed to

Tuesday–Friday: Execution Days

Every day:
1. Work on your Top 6 items
2. When you finish something, log it as an Outcome
3. Check if you have any verification requests waiting for you
4. Verify your teammates’ work (don’t let requests sit)

Your Weekly Review Day: Accountability Check-In

Pick a day (most teams use Friday or Monday). On this day:

1. System shows you: “Time for Weekly Review”

2. You see:
   - What you committed to
   - What you actually completed
   - What got verified vs. still pending

3. Meet with your accountability partner (could be your manager or a peer)

4. Answer these questions:
   - Did I finish what I promised?
   - What blocked me?
   - What's rolling to next week?

5. Click "Complete Review"

6. Start fresh for next week

Case Example: Mike's First Weekly Review

It's Friday. Mike committed to 6 tasks on Monday.

His Review Screen Shows:

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Weekly Review - Mike Rodriguez

✅ Completed (4/6)
- Replaced compressor at 123 Main St [Verified by Sarah]
- Fixed AC unit at Johnson residence [Verified by Sarah]
- Ordered replacement parts for Van #3 [Verified by Sarah]
- Trained new tech on safety protocols [Verified by Sarah]

⏳ Not Completed (2/6)
- Finish certification paperwork [Still in progress]
- Update customer database [Not started]
```

Mike's review conversation with Sarah:

Sarah: "Great week, Mike. 4 out of 6. What happened with the certification paperwork?"

Mike: "The state website was down Monday through Wednesday. I'm 80% done now."

Sarah: "Got it. Roll that to next week as #1 priority. What about the database?"

Mike: "Honestly, I forgot. I'll put it at #2."

Sarah: "Sounds good. Let's mark this week complete."

Mike clicks "Complete Review" and they both see the history saved.

Part 5: Understanding Your History Logs

Every Action Is Recorded

Verified Execution keeps a complete history of everything:

What’s Tracked	Why It Matters
Every Outcome logged	Proof of work completed
Every verification	Proof someone checked it
Every rejection	Shows quality control is real
Privacy changes	Tracks who saw what
Todo completions	Shows task follow-through
Weekly commitments	Shows promises made
Weekly reviews	Shows accountability happened

How to Use History

For Employees:
1. Go to Dashboard → “My Log”
2. See everything you’ve done, verified status, notes
3. Use filters to find past work
4. Export to PDF for performance reviews

For Managers:
1. Go to Dashboard → “Running Log”
2. See everyone’s outcomes
3. Filter by person, date, status
4. Use for:
- Performance reviews
- Dispute resolution
- Training improvement
- Client proof of work

For Admins:
1. Go to Admin → Activity Overview
2. See audit trail of all changes
3. Track who did what, when
4. Useful for compliance and accountability

Case Example: Using History

A customer complains that work wasn’t done properly on June 15th.

Sarah’s investigation:
1. Opens Running Log
2. Filters: June 15, All Users
3. Finds Mike’s entry: “AC repair at Customer Smith residence”
4. Sees: Logged at 2:15 PM, Verified by Sarah at 4:30 PM
5. Opens the detail view:
- Photo of completed work attached

- Notes: “Replaced capacitor, tested 30 min, cooling to 68°F”
- Verification note from Sarah: “Confirmed with customer by phone”

Result: Sarah has documentation to show the customer that work was completed and verified.

Part 6: The Admin’s Personal Organization (Training Gift)

Why You Should Have One

Running a team is hard. Running yourself is harder. Your personal organization is:

1. **Training Ground:** Learn features without messing up the team space
2. **Personal Wins:** Track exercise, reading, home projects, life goals
3. **Stress Test:** Try weird scenarios before the team encounters them
4. **Private Space:** Some goals are just for you

How It Works

Your Premier Admin can give you a “Personal Training Organization” that:
- Doesn’t count against your org limit
- Doesn’t count against user limits
- Is completely private
- Works the same as regular orgs

What to Use It For

Example Personal Tasks:
- “Exercise 3x this week”
- “Read 30 pages of leadership book”
- “Call Mom on Sunday”
- “Review household budget”
- “Schedule dentist appointment”
- “Practice guitar 20 min”

You become your own verifier. Self-verify your personal outcomes.

This builds the habit of logging → reviewing → improving before you ask your team to do it.

Part 7: Troubleshooting Common Resistance

“I Don’t Have Time for This”

Answer: “Logging an outcome takes 30 seconds. You already did the work—now we’re just recording it. The time spent is in the work, not the log.”

Solution: Time yourself. Log one outcome. It’s under a minute.

“This Feels Like Micromanagement”

Answer: “Verification isn’t about checking up on you. It’s about giving you credit for what you did. When something goes wrong, the log shows it wasn’t you. That’s protection, not micromanagement.”

Solution: Ask them: “Would you rather have no record when a customer complains?”

“I Keep Forgetting to Log”

Answer: “That’s normal at first. Here’s how to fix it.”

Solutions:
1. Set a 3 PM daily alarm: “Log today’s outcomes”
2. Don’t close your browser until you log
3. Keep the tab open all day
4. Enable SMS notifications for reminders

“The Weekly Review Feels Like a Test”

Answer: “It’s not a test—it’s a conversation. The goal isn’t 100% completion. The goal is honest review of what happened. Stuff comes up. Plans change. We review to learn, not to punish.”

Solution: Keep reviews under 10 minutes. Focus on “what worked” and “what’s next.” Don’t interrogate.

Part 8: Quick Reference Checklist

Admin Kickoff Checklist

- [ ] Created organization account
- [ ] Completed my profile (all fields)
- [ ] Set my industry preset
- [ ] Logged my first outcome
- [ ] Created my Top 6 tasks
- [ ] Practiced self-verification
- [ ] Requested Personal Training Org from Premier Admin
- [ ] Added first team member
- [ ] Trained first team member using this guide

New User Checklist (Give This to Each Person You Add)

- [ ] Logged in with temporary password
- [ ] Set my permanent password
- [ ] Completed my profile (name, phone, role)
- [ ] Set my industry preset for quick outcomes
- [ ] Set my default verifier
- [ ] Logged my first real outcome
- [ ] Created my Top 6 tasks for this week
- [ ] Starred my focus items
- [ ] Know when my weekly review day is

Weekly Rhythm Checklist

- [ ] Monday: Commit to Top 6 for the week
- [ ] Daily: Log outcomes as they happen
- [ ] Daily: Check and process verification requests

- [ ] Weekly: Complete weekly review with accountability partner
- [ ] Weekly: Set next week's commitments

Part 9: Trial Period and Training Time

Standard Trial: 14 Days

Every new organization gets 14 days of full access to learn the system.

Extended Training (Premier Admin Controls)

If your team needs more time to learn, your Premier Admin can extend your trial:

Extension	Total Trial Period	Good For
+7 days	21 days	Small teams, quick learners
+14 days	28 days	Medium teams, some complexity
+30 days	44 days	Large teams, multiple locations
+60 days	74 days	Complex rollouts, phased training
+90 days	104 days	Enterprise implementation

How to Request Extended Training:
1. Contact your Premier Admin
2. Explain why you need more time
3. They'll extend your trial from the Super Admin panel
4. All extensions are audit-logged

Part 10: What Success Looks Like

Week 1

- Admin trained, first outcomes logged
- 1-2 team members added and trained
- Weekly review day set

Week 2

- All team members added and trained
- Everyone logging daily
- First full weekly review completed
- History starting to build

Week 4

- Logging is automatic habit
- Weekly reviews are 5-10 minutes
- History shows patterns of work
- Team knows where to find past work

Month 3

- “How did we work before this?”
- New hires are onboarded using the system
- Performance reviews use the history
- Customer disputes resolved with logs
- No one questions why we do this

Final Words

Verified Execution works when everyone follows the system. One person skipping logs breaks trust. One manager not verifying creates bottlenecks.

But when everyone commits:
- Work gets recognized
- Proof exists when needed
- Quality improves because someone checks
- Accountability becomes culture

Start with yourself. Get the habit. Then bring your team along.

Questions? Use the contact form at verifiedexecution.com or schedule a call with training support.

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