



How CxOs can use Codex

Use Codex to turn staff notes, metrics, customer issues, and decision logs into a staff brief and follow-up actions.

Why Codex for CxOs

CxOs move from metrics to customer issues to board prep with very little time to reconnect the dots. Codex can pull the latest signals into one brief, surface what needs attention, and turn decisions into clear actions for the team.

Sample prompt set for a staff brief

I'm preparing for the April 24 staff meeting. Use the operating dashboard, staff notes, board prep doc, customer escalation thread, hiring plan, budget tracker, and decision log. Write a one-page brief with changes, decisions needed, risks, owners, questions, and source checks.

Draft a short opening note for the staff meeting with the three decisions to make.

Turn the customer escalation thread into a decision memo with options, tradeoffs, and owner.

Update the decision log with owners, due dates, and open follow-ups.

Write a leadership team follow-up with decisions made, blockers, and next steps.

Create a board prep note with metrics to verify and questions likely to come up.



Additional use cases

- 🔍 Prepare board questions
- ✍️ Build weekly leadership brief
- ⚠️ Summarize customer escalations
- = Draft hiring tradeoff brief
- 📊 Compare budget tradeoffs
- 📄 Write decision memo
- 🗑️ Clean up decision log
- ✉️ Draft customer update