

1. LIGHTNING ROUND (give each team member 30 seconds to report out what they plan to work on that week)

2. ORGANIZATIONAL CLARITY (as a team, review the answers to the first four questions of your organization’s clarity)

3. WHAT IS MOST IMPORTANT RIGHT NOW? (review your team’s thematic goal; assess the progress of each defining objective and standard operating objective by assigning a corresponding color (green/yellow/red))

OUR THEMATIC GOAL (RALLYING CRY)

OUR DEFINING OBJECTIVES

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OUR STANDARD OPERATING OBJECTIVES

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4. TODAY'S MEETING (create and prioritize today's meeting agenda topics based on the scorecard assessment)

TOPICS FOR DISCUSSION

Add a topic to discuss with the team during this meeting.

- 1.
- 2.
- 3.
- 4.

TOPICS FOR STRATEGIC MEETINGS

Add a topic to save for a strategic meeting.

- 1.
- 2.
- 3.
- 4.

DECISIONS

Add a decision that the team has made in this meeting.

- 1.
- 2.
- 3.
- 4.

CASCADING COMMUNICATION MESSAGES

Add a message that team members will share.

- 1.
- 2.
- 3.
- 4.