

DATE: _____

I. Lightning Round Notes

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II. Scoreboard Review

Our Thematic Goal				

Defining Objectives				

Standard Operating Objectives				

III. Tactical Agenda

ORDER	TOPIC
ORDER	TOPIC
ORDER	TOPIC
ORDER	TOPIC
ORDER	TOPIC

IV. Potential Strategic Topics

TOPIC
TOPIC
TOPIC
TOPIC
TOPIC

V. Decisions/Actions

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VI. Cascading Messages

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Tactical Meeting Guidelines

I. Lightning Round (5-10 minutes)

Ask each team member to list the Top 3 things on their plate for the coming week. This should take no longer than 1 minute per person, even with a couple of follow-up questions. Note any issues that need to be discussed further.

III. Tactical Agenda Items (30 minutes)

Discuss the potential tactical issues to be covered, assign an order for that discussion and dive in. These issues may have arisen either in the lightning round or the Scoreboard Review.

V. Decisions/Actions (5 minutes)

Ask one team member to chart the decisions and actions that were committed to during the meeting. Team leaders should note these as well.

II. Scoreboard Review (5 minutes)

Review the thematic goal and defining objectives of your business and note the current status of each.

IV. Potential Strategic Topics

As you progress through your meeting, use this area to note the topics that you need to cover during a strategic meeting. Be sure to resist the temptation to resolve them right away.

VI. Cascading Messages (5 minutes)

Discuss what, if anything, each team member should communicate to their direct reports from the meeting. Agree on a timeframe for that communication to happen.