

# Weekly Leadership Meeting

This guide highlights the most important items to include in your organization's weekly leadership meetings.

## SET THE STAGE

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### Purpose

Integrate strategy into day-to-day work.  
Check goal progress weekly.

### Audience

Team members responsible for  
planning & execution.

### Duration

1 Hour

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## PROPOSED AGENDA

1 min

### REFLECT ON COMPANY PLAN

- Pick 1 item as a focus or theme.
  - Share major lessons learned from last week.
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15 min

### DISCUSS COMPANY SCORECARD & TEAM GOALS

- Celebrate wins for any goals completed or that made progress.
  - Discuss the barriers or challenges for any goals that did NOT make progress.
  - Note: Beware of tactical talk-track. Keep things high-level.
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44 min

### PRIORITIZE & RESOLVE ISSUES

- Identify actions that can be taken this week to move the ball on goals.
- Identify any challenges that require a brainstorm or help from other teams.
- Capture action items with due dates / owners.
- Take major coordination offline.

## ADDITIONAL RESOURCES

- ▶ View our full training course "[Start a Strategic Cadence](#)".
- ▶ Contact us at [Service@Strategypoint.co](mailto:Service@Strategypoint.co) to connect with an expert.