

What's required to create an effective weekly management meeting?

Defining the format of your weekly management meeting is essential. Whether it is the staff to include or the structure and schedule of the meeting itself, clearly planning each aspect is vital, and surprisingly simple.

The following four steps will ensure that you not only hold an efficient meeting, you will also find exceptional value in it and recognise it as a fundamental and productive part of every single week.

STEP 1 | PARTICIPANTS

STEP 2 | PREPARATION

QUARTERLY & YEARLY GOALS

CORE FINANCIAL NUMBERS

CRITICAL PROJECTS

STEP 3 | YOUR COMPANY SCORECARD

Some basic numbers offering a projection of your company's health.

Learn more about creating effective scorecards here:

[YOUR COMPANY SCORECARD](#)

STEP 4 | USE A PROVEN FORMULA

They happen the same time every week

They start on time and end on time

They stay on topic & focussed

They have a consistent agenda that includes:

- Starting on a note of gratitude or positivity
- Review the week's performance scorecard
- Employee / team and customer headlines for the week
- Review the status of this quarter's "Rocks" or projects
- Review the To Do's identified in previous meeting(s)
- Discuss the week's key issues, opportunities and topics
- Rate the meeting's value on a scale of 1-5

At the end of each 90 day period, a day-long planning meeting is utilised to update the Goals and Rocks and have a longer session to unpack bigger opportunities and challenges facing the company.