



# The Weekly Pulse Meeting™

Date: \_\_\_\_\_

## OVERVIEW (15 minutes for this section)

### 1. HIGHS AND LOWS

Personal or Business

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### 2. CUSTOMER OR EMPLOYEE HIGHLIGHTS

Good or Bad Reports

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### 3. QUARTERLY ROCK REVIEW (ATTACHED)

On-track / Off-track / Complete

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### 4. KSI SCORECARD REVIEW (ATTACHED)

Green / Yellow / Red or "+" / "-" / "x" or use your own measurement system

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Note: Ensure the TO DO's from the previous weekly pulse meeting are addressed during this time. The goal is for them to be complete.

## CORE OF MEETING (60 minutes)

## SCHEDULE AD HOC MEETING (0 minutes)

### 5. Agenda Items

Prioritized from Rolling Issues & Opportunities List – discuss & solve:

ORDER

TOPIC

ORDER	TOPIC

### 6. Ad hoc Agenda Items

Requires preparation, analysis, research, or more than an hour to discuss

TOPIC

TIMING

TOPIC	TIMING

## DECISIONS AND ACTIONS (5-10 minutes)

### 7. Weekly Commitments / To-Do List

Answers: "What have we decided here today?"

WHO?

WHAT?

WHO?	WHAT?

### 8. Cascading Messages

Answers: "What do we need to tell our direct reports or stakeholders?"

NOTES:

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## CONCLUSION (5 minutes)

Meeting Rating: How did we do today? Why? (Rating 1 – 5: 1 = needs work; 5 = fabulous)