

OPERATING RHYTHM EXAMPLE

WHAT	ADMINISTRATIVE	OPERATIONAL	PERFORMANCE	PLANNING	STRATEGIC
WHEN	Daily 5 Minutes	Weekly 30 minutes - 1 hour	Monthly 2-3 hours	Quarterly 2-3 hours	Annual One day
CHAIR	Who	Who	Who	Who	Who
INFORMATION	N/A	Weekly operations dashboard	Last month P&L Business driver dashboard	Agenda driven	Agenda driven – see Strategic Planning Guide
AGENDA	<ul style="list-style-type: none"> • Today's Focus • Obstacles & barriers • No Solving ↓ • Schedule separately 	<ul style="list-style-type: none"> • Good news • Actions from prior week • Update on top 5/90-day priorities • Key operational metrics gaps 	<ul style="list-style-type: none"> • Last month performance metrics – P&L, key business drivers etc. • Top 5/90-day priorities update & refinement (if needed) • Strategic Issues – Customer, Supplier, Industry, Other 	<ul style="list-style-type: none"> • Last quarter Top 5/90-day priorities review – what worked what didn't, learnings • Set next quarter Top 5/90-day priorities • Team operating rhythm and dynamics • Specific strategic explorations and/or problem solving 	<ul style="list-style-type: none"> • Strategic review and refinement • Annual goal setting • Organisational culture review • Specific strategic explorations and/or problem solving
ATTENDEES	Identify relevant attendees for each session and determine who best to chair based on their skill set and meeting's focus				