

# Weekly Leadership Team Tactical Meeting Guide

I. Prayer (10 min)

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

II. Lightning Round (5 min)

III. Review Clarity Questions 1-4 (5 min)

IV. Scorecard Review (5 min)

Top Priority:

Defining Objectives:

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IV. Tactical Agenda Items (45 min)

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V. Topics for Strategic Meetings (0 min)

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VI. Commitment Clarification (5 min)

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VII. Cascading Communication (5 min)

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# WEEKLY PLT MEETING GUIDE

## MEETING OUTLINE

### I. PRAYER (10 MINUTES)

Solicit prayer intentions and pray as a team for each other, for the team and for the parish.

### II. LIGHTNING ROUND (5 MINUTES)

Ask each team member to share the top 2-3 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. SCORECARD REVIEW (5 MINUTES)

Quickly review the top priority and defining objectives of your parish and note the current status of each (red, orange, yellow, lime, green).

### IV. TACTICAL AGENDA ITEMS (45-60 MINUTES)

Identify the tactical issues to be covered, assign an order for that discussion and dive in.

### V. POTENTIAL STRATEGIC TOPICS (0 MINUTES)

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

### VI. COMMITMENT CLARIFICATION (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.

### VII. CASCADING COMMUNICATION (5 MINUTES)

Discuss what details should be communicated from the meeting. Agree on a timeframe for that communication to happen (within 24 hours is best).