

OPERATING CADENCE

If the meeting starts by figuring out what is true, the dashboard is not ready.

A simple, reusable operating tool for teams that want clearer handoffs and less status chasing.

Use this on one real workflow

- ☐ 5 min — Scoreboard: 5–8 KPIs, trend only
- ☐ 5 min — New exceptions since last review
- ☐ 10 min — Blocked/aging work requiring a decision
- ☐ 5 min — Capacity and upcoming commitments
- ☐ 3 min — Decisions made and owners assigned
- ☐ 2 min — Confirm actions and due dates

Design notes

- No round-robin status monologues.
- Every discussed exception leaves with one owner and one dated next action.
- Anything that can be answered asynchronously from the system should not consume meeting time.

How to use it. Do not complete this from memory in a conference room. Pull up one active or recently completed record and test the checklist against what actually happened. Any item that repeatedly needs a text, a side spreadsheet, or an owner stepping in is a candidate for workflow redesign.

Want a real answer for your workflow? Book a free 30-minute Workflow Assessment at bradleyhankins.com/contact.