#### **Leadership Meeting**

#### LEADER FOR THIS MEETING

### What big initiatives are happening this week?

Choose one of the department leaders to give a quick update on any big initiatives that are happening.

# Is there anything blocking these initiatives?

Use this time to address bottlenecks.

## Who is responsible for completing each task?

When a specific person takes responsibility for a specific task, those tasks are more likely to get done.

1
What big initiatives are happening this week?
Is there anything blocking these initiatives?
Who is responsible for completing each task?
2
What big initiatives are happening this week?
Is there anything blocking these initiatives?
Who is responsible for completing each task?
3
What big initiatives are happening this week?
Is there anything blocking these initiatives?
Who is responsible for completing each task?