



45-MINUTE

**WEEKLY
LEADERSHIP
MEETING
TEMPLATE**



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This template helps leadership teams run efficient, structured weekly meetings that create clarity, accountability, and measurable results.

MEETING AGENDA (45 MINUTES TOTAL)

Section	Time	Purpose / Key Points
1. Wins	3 min	Start positive. Celebrate progress, achievements, or team highlights from the past week.
2. Numbers	10 min	Review key metrics for each leader or department. Focus on data, not stories.
3. Blocks	15 min	Identify obstacles slowing progress. Assign owners and due dates for resolution.
4. Commitments	10 min	Each person states 1–2 measurable actions for the upcoming week. Record them.
5. Close	2 min	Quick check-out: How is everyone feeling? Clarify any final questions or tasks.

MEETING ROLES

- **Owner:** Facilitates the meeting, maintains structure, and ensures engagement.
- **Scribe:** Captures all key notes, commitments, and next steps in a shared document.
- **Timekeeper:** Ensures the meeting stays on schedule and moves through agenda items efficiently.

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WEEKLY SCOREBOARD (EXAMPLE)

KPI	Owner	Target	Actual	Status (●●●)	Notes
Enrolments	Sarah	40	38	●	Slightly under target; review leads
Staff Attendance	John	98%	100%	●	Great improvement
Projects Completed	Megan	5	3	●	Reassign blocked tasks

Keep your scoreboard visible on-screen or printed during meetings to encourage focus and accountability.

CHECK-OUT PROMPT

End your meeting with a quick round:

“What’s one word for how you’re feeling leaving this meeting?”

Use this to ensure emotional alignment and catch misunderstandings before they spread.

PRO TIP

Keep this template consistent every week.

Consistency builds rhythm, and rhythm builds culture.

When everyone knows the format, they show up prepared and focused.

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