

Three formats for three cadences

A check-in is only valuable if it drives a decision or surfaces a blocker. These templates are designed to keep check-ins short, structured, and action-oriented.

Weekly async update — 15 min per KR owner

<p>KR STATUS</p> <p>KR: _____</p> <p>Current value: _____ → Target: _____</p> <p>Confidence: <input type="checkbox"/> On track <input type="checkbox"/> At risk <input type="checkbox"/> Off track</p> <p>Change since last week: _____</p>	<p>THREE QUESTIONS — ANSWER EVERY WEEK</p> <p>1. What moved this week? _____</p> <p>2. What's blocked — who needs to act? _____</p> <p>3. What changed in my confidence, and why? _____</p>
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Monthly leadership review — 45–60 min

<p>AGENDA</p> <p>0–10 min: Wins — what worked and why</p> <p>10–25 min: Red flags — any KR off track for 2+ check-ins gets a <i>decision</i>, not a note</p> <p>25–40 min: Trade-offs — what should we stop, start, or shift?</p> <p>40–55 min: Blockers requiring leadership action</p> <p>55–60 min: Actions, owners, deadlines — written before anyone leaves</p>	<p>THE INTERVENTION TRIGGER</p> <p>If a KR has been off track for two consecutive check-ins, something is broken — either the KR, the approach, or the governance. The monthly review is where that gets addressed. Not noted. Not monitored. Addressed.</p> <p>Decision options: change the approach, add support, deprioritise, or reset the KR. All four are valid. Silence is not.</p>
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Quarterly retrospective — half day

<p>SCORE EVERY KEY RESULT (0.0-1.0)</p> <p>0.0–0.3: Missed — diagnose why</p> <p>0.4–0.6: Partial — was the KR right, or the approach?</p> <p>0.7–1.0: Success — 0.7 is the target</p> <p>1.0: Achieved — were you ambitious enough?</p> <p>SEVEN RETRO QUESTIONS</p> <ol style="list-style-type: none"> Which objectives did we achieve — and what made them possible? Which did we miss — and what were the root causes? Were our KR's measuring outcomes or proxies for activity? Were we ambitious enough? Did we settle? How effective was our check-in rhythm? What did the team need more of? What carries forward into next cycle — and why? 	<p>NOTES — COMPLETE DURING THE RETRO</p> <p>Cycle: _____ Dates: _____ to _____</p> <p>Biggest win: _____</p> <p>What made it possible: _____</p> <p>Biggest miss: _____</p> <p>Root cause: _____</p> <p>One change for next cycle: _____</p>
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What carries forward: _____