**The Level 10 Meeting™**

**The Weekly Agenda**

Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Begin**

* Segue (Personal & Business Bests)
* Scorecard Review
* Rock Review (On Track / Off Track)
* Customer / Employee Headlines (Good / Bad Reports)
* To-Do List (Done / Not Done)

|  |  |
| --- | --- |
| *Who* | *To-Do* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Issues List** (Prioritize; IDS)

|  |  |
| --- | --- |
| *Priority* | *Issue* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Conclude**

* Recap To-Do List
* Cascading Messages
* Rating (1-10)