

Weekly CEO Meeting (30 Minutes)

A simple weekly rhythm to keep cashflow, sales, delivery and people on track.

Recommended cadence: weekly (same day/time). Attendees: owner + key leaders (or just owner + admin).

Agenda (30 minutes)

Section	Time	Prompt
1) Wins & priorities	3 min	What went well? What's the #1 priority this week?
2) Numbers (KPIs)	8 min	Are we on-track? What's up/down and why?
3) Sales & pipeline	7 min	Leads, quotes, follow-ups, conversion, next actions.
4) Delivery & ops	7 min	Capacity, bottlenecks, quality/rework, scheduling.
5) People	3 min	Any issues? Performance, availability, morale.
6) Decisions + actions	2 min	Confirm actions, owners, due dates.

Weekly KPI Scorecard (starter)

KPI	This week	Notes / cause
Cash in bank		
Debtors (>\$) + oldest invoice		
Sales booked this week (\$)		
Quotes sent (# / \$)		
Follow-ups completed (#)		
Jobs delivered on time (%)		
Rework / defects (#)		
Team utilisation / capacity (1–10)		

Action Register

Action	Owner	Due date	Status

Issues list (park problems here)

Issue	Impact	Next step / who