



Effective Leadership Team Meeting Checklist

Led By: *Name of L10 Leader*

Reviewed By: *Your Name*

Question	Yes/No
Did the meeting start on time?	
Did the meeting begin with segues? One personal good, one professional good.	
Did the team review the scorecard?	
Were any missed metrics moved to solve session?	
Are the metrics impactful?	
Did the team share headlines?	
Were any cascading messages shared?	
Did the team review their projects?	
Did the team review the to-dos?	
Did the team get to the root of their issues instead of fixing symptoms?	
Did the team work together to solve issues by engaging in healthy discussions?	
Did the team establish clear action items and/or to-dos?	
Did the team actively participate?	
Were there sidebars or tangents?	
Did the meeting end on time?	

Average Team Score: *10*

Your Score: *10*