

Weekly Leadership Meeting Rating Scorecard

Purpose: Track and improve your meeting effectiveness over time. A truly great weekly leadership meeting consistently rates 8-10 out of 10.

WEEKLY MEETING RATINGS

Target: Average 8+/10

[illegible]

Date	Overall Rating	Issues Solved	On Time	Energy Level	Notes
_____	____/10	_____	✓ ✗	● ● ●	
_____	____/10	_____	✓ ✗	● ● ●	

Quarterly Average: _____ / 10

🎯 DETAILED RATING CRITERIA

Rate each category 1-10 after every meeting:

1. TIMING & STRUCTURE (Weight: 15%)

Score: ____/10

- ☐ Meeting started exactly on time (no waiting for people)
- ☐ Meeting ended exactly on time (90 minutes)
- ☐ Each agenda section stayed within time limits
- ☐ Timer was used to keep sections on track
- ☐ No time wasted on tangents or rabbit holes

What would make it a 10?

2. PARTICIPATION & ENGAGEMENT (Weight: 20%)

Score: ____/10

- ☐ Everyone participated equally
- ☐ Team members were present (no phones/laptops)
- ☐ Active listening and engagement

- ☐ Healthy debate and disagreement
- ☐ Energy level stayed high throughout

What would make it a 10?

3. ISSUES SOLVED (Weight: 30%)

Score: ____/10

- ☐ Top 3 issues were identified and prioritized
- ☐ Used Issue Resolution process (Identify, Discuss, Solve)
- ☐ Got to root cause, not just symptoms
- ☐ Clear solutions with owners and due dates
- ☐ Felt productive and moved the business forward

What would make it a 10?

4. SCORECARD & QUARTERLY GOALS REVIEW (Weight: 15%)

Score: ____/10

- ☐ Scorecard reviewed quickly (5 minutes)
- ☐ Red/yellow metrics captured as issues
- ☐ Quarterly goals review was concise and focused
- ☐ Off-track quarterly goals captured as issues
- ☐ No deep dives during review (saved for Issue Resolution)

What would make it a 10?

5. FOLLOW-THROUGH & ACCOUNTABILITY (Weight: 10%)

Score: ____/10

- ☐ Previous week's to-dos were completed
- ☐ New action items are clear and specific
- ☐ Every action item has an owner and due date
- ☐ Incomplete items were addressed (not ignored)
- ☐ Team holds each other accountable

What would make it a 10?

6. COMMUNICATION & DYNAMICS (Weight: 10%)

Score: ____/10

- ☐ Open and honest dialogue
- ☐ No politics or hidden agendas
- ☐ Respectful disagreement
- ☐ Everyone felt heard
- ☐ Cascading messages were clear

What would make it a 10?



CALCULATE YOUR OVERALL SCORE

Category	Your Score	Weight	Weighted Score
Timing & Structure	___/10	15%	___
Participation & Engagement	___/10	20%	___
Issues Solved	___/10	30%	___
Scorecard & Quarterly Goals	___/10	15%	___
Follow-Through	___/10	10%	___
Communication	___/10	10%	___
TOTAL		100%	___/10



RATING SCALE INTERPRETATION

9-10: EXCELLENT (🟢 Green)

You're running truly great leadership meetings!

- Team is fully engaged and aligned
- Issues are being solved at root cause
- Consistent accountability and follow-through
- High energy and productive use of time
- Keep doing what you're doing!

Maintain by:

- Continuing to rate every meeting
- Sharing best practices with other teams

- Celebrating this achievement
 - Small tweaks to hit perfect 10s
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7-8: GOOD (🟡 Yellow)

You're on the right track, room for improvement

- Most elements are working well
- Occasional lapses in timing or engagement
- Generally productive but not consistently
- Good accountability with some gaps

Improve by:

- Identifying the 1-2 weakest areas
 - Making those areas a focus for next month
 - Using stricter time limits
 - Addressing participation gaps
 - Being more disciplined with the Issue Resolution process
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5-6: NEEDS WORK (🟠 Orange)

Meetings are happening but not effective

- Inconsistent timing and structure
- Uneven participation
- Issues discussed but not truly solved
- Low accountability
- Energy is okay but could be better

Improve by:

- Re-reading Weekly Leadership Meeting guidelines
- Assigning a timekeeper role

- Using GoalCadence's meeting timer
 - Practicing Issue Resolution on every issue
 - Setting clearer ground rules
 - Making meeting effectiveness an Issue to solve
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1-4: CRITICAL (🔴 Red)

Major problems with meeting effectiveness

- Meetings are painful or unproductive
- People dread attending
- Time is being wasted
- Nothing gets solved
- Low trust or engagement

Immediate actions:

- Make "Improving our Weekly Leadership Meetings" your #1 issue
 - Consider bringing in outside facilitation
 - Review weekly leadership meeting best practices
 - Reset ground rules with full team input
 - Address any trust or people issues first
 - Start fresh with renewed commitment
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QUARTERLY TREND ANALYSIS

This Quarter (Q___ 202___)

Metrics:

- **Average Rating:** ___/10
- **Highest Rating:** ___/10 (Week of ____)
- **Lowest Rating:** ___/10 (Week of ____)

- **Trend:**  Improving |  Steady |  Declining
- **% of Meetings 8+:** ____%
- **% of Meetings On Time:** ____%
- **Average Issues Solved:** ____ per meeting

What's Working Well:

What Needs Improvement:

Action Plan for Next Quarter:

MEETING IMPROVEMENT TRACKER

Common Problems & Solutions

Problem	Frequency	Solution Tried	Result
Running over time			
Low participation			

Problem	Frequency	Solution Tried	Result
Issues not solved			
People unprepared			
Too many tangents			
Low energy			

💡 WHAT MAKES A TRULY GREAT MEETING?

Characteristics of Perfect 10/10 Meetings

✅ **Everyone leaves energized** - Not drained
 ✅ **Real problems get solved** - To the root cause
 ✅ **Perfect timing** - Starts and ends on time
 ✅ **Full engagement** - No phones, no distractions
 ✅ **Healthy conflict** - Disagree and commit
 ✅ **Clear action items** - With owners and dates
 ✅ **Forward momentum** - Business is moving
 ✅ **Team alignment** - Everyone on same page

Red Flags of Poor Meetings

❌ People show up late or leave early
 ❌ Side conversations and distractions
 ❌ Same issues discussed week after week
 ❌ No real decisions made
 ❌ Vague or no action items
 ❌ Low energy or checking out
 ❌ Political or guarded communication
 ❌ Meetings regularly run long

🏆 MEETING EXCELLENCE GOALS

30-Day Goal

- ☐ Achieve average rating of 7+ for 4 consecutive weeks
- ☐ 100% on-time starts and finishes
- ☐ Solve at least 2 issues per meeting

- ☐ 90%+ to-do completion rate

90-Day Goal

- ☐ Achieve average rating of 8+ for the quarter
- ☐ 80%+ of meetings rated 8 or higher
- ☐ Team actively looks forward to meetings
- ☐ Consistent issue resolution

1-Year Goal

- ☐ Maintain 8.5+ average all year
- ☐ 90%+ of meetings rated 8 or higher
- ☐ Meeting is the highlight of the week
- ☐ Became a model for other teams



INDIVIDUAL FEEDBACK

Optionally, have each team member rate privately:

My Personal Meeting Rating: ____/10

What I loved about today's meeting:

What I would change:

How I contributed today:

How I could contribute better next week:

CONTINUOUS IMPROVEMENT CYCLE

Monthly Review (Last meeting of each month)

- ☐ Review all ratings from the month
- ☐ Identify trends and patterns
- ☐ Celebrate improvements
- ☐ Commit to one specific improvement for next month
- ☐ Update meeting ground rules if needed

Quarterly Review (Quarterly Planning Session)

- ☐ Full retrospective on meeting effectiveness
- ☐ Team discussion on what's working/not working
- ☐ Reset or refine ground rules
- ☐ Set meeting excellence goals for next quarter
- ☐ Consider any structural changes needed

Remember: The goal isn't perfection, it's progress. Even going from a 5 to a 6 is worth celebrating. Keep rating, keep improving, and you'll get to consistently great meetings!

 **More templates:** goalcadence.com/resources