

PLAYBOOK

The Weekly Cadence Playbook

Keep execution aligned with check-ins

Without a Cadence, Work Drifts

THE PROBLEM

Work drifts without regular check-ins. Priorities change, blockers sit unresolved, and no one knows what anyone else is working on.

The problem is not that people are not working. The problem is that work is not aligned.

WHY IT HAPPENS

Most businesses do not have a weekly rhythm. They have ad-hoc meetings when something goes wrong, but no regular cadence to keep work aligned.

The solution is not more meetings. It is the right meetings at the right frequency.

Install a weekly cadence. Alignment follows rhythm.

The 3 Types of Weekly Check-Ins

1

Daily Standup (15 min, Tactical)

Quick check-in to surface blockers and align priorities for the day. Keep it short and focused.

2

Weekly Review (60 min, Strategic)

Review wins and misses from last week, set priorities for next week, and address process improvements.

3

Monthly Retrospective (90 min, Process Improvement)

Step back and review what worked, what did not, and what process changes to make going forward.

The Weekly Cadence Framework

DAILY STANDUP

15 Minutes, Tactical

WHAT TO COVER:

- Blockers (what is stuck)
- Priorities (what you are working on today)
- Handoffs (what you need from others)

WEEKLY REVIEW

60 Minutes, Strategic

WHAT TO COVER:

- Wins from last week
- Misses from last week
- Blockers to address
- Priorities for next week

MONTHLY RETROSPECTIVE

90 Minutes, Process

WHAT TO COVER:

- What worked this month
- What did not work
- Process changes to make
- Tools or training needed

Your Weekly Review Agenda

1

Wins from Last Week

What went well? Celebrate wins. This builds momentum and morale.

2

Misses from Last Week

What did not get done? Why? No blame, just facts. This surfaces blockers.

3

Blockers to Address

What is stuck? Who owns unblocking it? Set a deadline to resolve it.

4

Priorities for Next Week

What are the top 3 priorities for next week? Make sure everyone knows what matters most.

5

Process Improvements Needed

What process change would make next week easier? Document it and assign an owner.

Your 30-Minute Implementation Plan

NEXT STEPS

- 1 Pick one check-in type to start (recommend weekly review)
- 2 Schedule a recurring calendar invite for the same day and time each week
- 3 Create an agenda template using the 5-part framework
- 4 Run your first check-in this week and update the agenda based on what you learn

TIME BREAKDOWN

Total: 30 minutes

Step 1: Pick check-in type (5 min)

Step 2: Schedule invite (5 min)

Step 3: Create agenda (10 min)

Step 4: Run first check-in (10 min)

Common Mistakes to Avoid

WHAT NOT TO DO

Skipping Check-Ins When Busy

When you are busy is when you need check-ins most. They keep work aligned when things are moving fast.

Not Having an Agenda

Without an agenda, check-ins become status reports. Use the 5-part framework to keep them focused.

Letting Check-Ins Run Long

If your weekly review takes 2 hours, you are doing it wrong. Keep it to 60 minutes or people will stop showing up.

Not Documenting Decisions

If you do not write down what was decided, people will forget. Document decisions and share them after the meeting.

Not Following Up on Blockers

Surfacing blockers is not enough. Assign an owner and a deadline to resolve each one.

Making Check-Ins a Status Report

Check-ins are not for reporting what you did. They are for surfacing blockers and aligning priorities.

Ready to Install Your Cadence?

Download the Weekly Cadence Templates

Get the complete weekly review agenda, standup template, and retrospective framework.

[Download templates](#) →

Book a Strategy Call

I will review your current meeting rhythm, design a weekly cadence for your team, and show you exactly what to cover in each check-in.

[Check to see if you qualify](#) →

ABOUT REMOTEE

I help Australian businesses reclaim their time by building compliance-ready delegation systems. I do not just place people. I build the systems, train the team, and give you ongoing support.

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