

Team Meeting Template

***How to implement the
Weekly Tactical Meeting***

From Patrick Lencioni's "The Advantage"

Weekly Tactical Meeting Template

How many times have you left a meeting thinking, "This was a great use of my time."? The answer is not enough. Meetings are ineffective because they're scattered, unorganized, and lack clarity for what's next.

However, when led effectively, meetings are the pathway to clarity, alignment, and increased results. In his best-selling book, *The Advantage*, Patrick Lencioni introduces the Weekly Tactical Meeting as the bedrock to healthy organizations. We've made this template to help you get started with this framework.

Key Concepts to Remember:

- **Thematic Goal:** The overriding number one objective of your entire company. Should be covered in every team meeting for alignment.
- **Defining Objectives:** The general categories of activity required to achieve the thematic goal. Typically 4-6 objectives are provide enough scope without becoming distracted by peripheral priorities.
- **Standard Operating Objectives:** The tasks and priorities that don't relate to the thematic goal, but are necessary to keep your organization running.
- **Parking lot:** An area of the agenda to add any topics that take longer than 3 minutes to discuss. These topics will be moved to another meeting.

The Table Group and Leadr have partnered together to create The Leadr Advantage, a simple and effective platform to implement the Weekly Tactical Meeting and the principles from *The Advantage*. [Read more here.](#)

Leadr's Digital Workspace

Reinforce clarity, lead effective Weekly Tactical Meetings, and keep your team's Working Genius front of mind. [Learn more.](#) →



Thematic Goal:

Defining Objectives:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Standard Operating Objectives:

- | | | |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

Meeting Agenda:

Parking lot:

Weekly Tactical Meeting



Thematic Goal:

Defining Objectives:

Standard Operating Objectives:

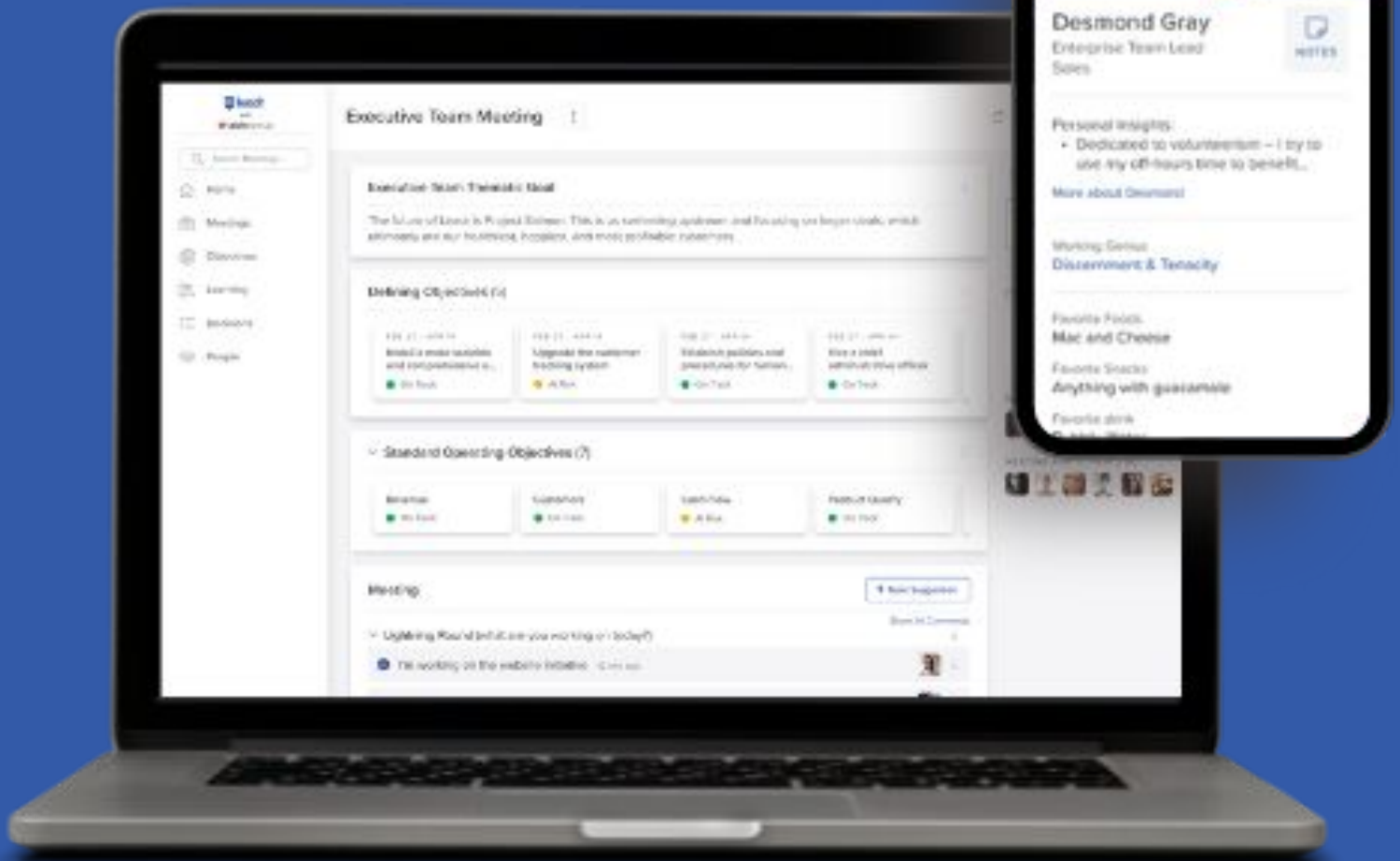
Meeting Agenda:

Parking lot:



Bring the Weekly Tactical Meeting Into Leadr's Digital Workspace

Reinforce clarity, lead effective Weekly Tactical Meetings, and keep your team's Working Genius front of mind.



*"The vast majority of organizations today have more than enough intelligence, expertise, and knowledge to be successful. **What they lack is organizational health.**"*

- Patrick Lencioni