

Weekly Business Review Checklist

Run a review rhythm that catches problems in week two, not quarter-end.

- ☐ The same core metrics are reviewed every single week, no exceptions.
- ☐ The meeting is capped at 30 to 45 minutes and starts on time.
- ☐ Each metric owner reports status before the meeting, not live in it.
- ☐ Red flags are discussed first, green metrics are skipped entirely.
- ☐ Every action item has one owner and one date, not a group assignment.
- ☐ Last week's action items are reviewed before new ones are added.
- ☐ The meeting produces a short written summary within the same day.
- ☐ Attendance is consistent. The same people show up every week.
- ☐ Trends are reviewed, not just this week's snapshot in isolation.
- ☐ The format hasn't changed in months. Consistency is the point.

Want us to run this with you?

Book a free Growth Audit. No pitch deck, just a plan.

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