

Monday: Identify plans for the week

Tuesday: Review our measures

Any customer / quality concerns?

Wednesday: Review long term plans / goals /

timelines

Anything getting in our way /

roadblocks?

Thursday: Recognize someone within / outside our group

Any safety or equipment concerns?

Review Issues/Ideas for improvement

Friday: Review the weekly plan -- are we on track to deliver?

What are our successes?

Vacation / events coming up?