



Leadership Cadence and Follow-Through Planner

Turn review meetings into an operating rhythm

Companion resource for The Execution Reliability Advantage

Purpose

This planner helps leaders design a practical cadence for reviewing the condition of the business, surfacing problems, making decisions, supporting teams, and verifying follow-through.

How to use this resource

Use this after the business condition, measures, and ownership are clear. The intent is not to add meetings. The intent is to make the right work visible and reviewed often enough to sustain progress.

1. Cadence Design

Question / prompt	Notes / evidence / decision
What business condition will this cadence support?	<hr/> <hr/>
What measures will be reviewed each week?	<hr/> <hr/>
What problems or barriers must be visible?	<hr/> <hr/>
What decisions may need to be made in the cadence?	<hr/> <hr/>
Who must attend because they own part of the system?	<hr/> <hr/>
What should be escalated, and what should not be escalated?	<hr/> <hr/>

2. Weekly Review Structure

Agenda element	Review question
Current condition	What changed since the last review?
Measure review	Are we moving toward the target condition?
Problem flow	What problems surfaced? What causes are being investigated?
Barrier removal	What is blocking the team? What must leaders decide or remove?
Follow-through	Which actions were completed and verified?
Learning	What did we learn that should change the plan?
Next commitments	What must happen before the next review?

3. Action and Follow-Through Log

Action	Owner	Due date	Expected impact	Verified?	Notes
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	

4. Sustainment Check

Sustainment item	Evidence / notes
<input type="checkbox"/> Actions are not only assigned; they are completed and verified.	
<input type="checkbox"/> New methods are documented at the right level of detail.	
<input type="checkbox"/> Owners know what they must continue doing after the project or event ends.	
<input type="checkbox"/> Measures remain visible long enough to confirm the gain is holding.	
<input type="checkbox"/> Leaders know what would indicate backsliding.	
<input type="checkbox"/> The cadence has a defined owner and will continue after the initial push.	

Practical reminder

A meeting schedule is not the same as an operating cadence. Cadence exists when the right condition is reviewed, the right problems are surfaced, the right decisions are made, and follow-through is verified.