

## THE LEVERAGE POINT

# QUICK CLARITY MEETING TEMPLATE

GET OUT OF THE WEEDS. STAY OUT OF THE FOG.

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This tool gives founders an immediate upgrade to their messy team meetings, but not enough structure to fully run the business. That's intentional. It delivers relief while exposing the deeper absence of a real operating system - which Fulcrum provides.



# THE PURPOSE



Most founders get pulled into chaotic team meetings that:

- ❑ Wander without clear decisions
- ❑ Leave no follow-up or accountability
- ❑ Suck time and energy

This template is designed to make one meeting per week feel sharper, so they stop dreading it, but quickly realize they need more than just one meeting template to fix their business.



## QUICK CLARITY MEETING TEMPLATE

- ❑ **Meeting Type:** Tactical Sync
- ❑ **Length:** 30–45 minutes
- ❑ **Cadence:** Weekly
- ❑ **Owner:** Founder or Team Lead
- ❑ **Attendees:** Only those directly affected by the week's decisions



### What's Working / What's Not

(5–7 min) Quick round-robin

- ❑ One win from last week
- ❑ One friction point or roadblock



### Top Priorities Check-In

(10–15 min) Each team member reports on

- ❑ What did I own last week?
- ❑ What got done / what didn't?
- ❑ What are my top 1–2 focuses this week?

Use “Red / Yellow / Green” shorthand

- ❑ ■ = Stuck
- ❑ ■ = At risk
- ❑ ■ = On track

## Bottleneck & Fire Drill Review

(5–10 min) Answer

- What's threatening our focus this week?
- Who's blocked or needs a decision?
- What's the real root of this issue?

Try to solve only critical items—log the rest.

## Fast Decisions + Unblock

(10 min max)

- Handle only decisions that need founder input.
- Apply a 2-minute time cap per item before deferring.

If it turns into a rabbit hole, it's not a quick decision. Move it to a "deeper dive" meeting.

## Confirm Commitments & Close

(5 min) Go around one last time

- What are your next steps this week?
- Any final needs or questions?

Remind team of

- Next check-in time
- What support is available
- Where action items are documented



## FULCRUM TIP

If every decision still runs through you... this template will break.

That's not a sign of failure. It's a sign you've outgrown tactical duct tape and need real operational scaffolding.

# READY TO RUN YOUR BUSINESS WITHOUT BEING THE CENTRAL PROCESSOR?

That's exactly what Fulcrum builds: decision-ready teams, without the chaos.

[Book a Discovery Call](#) 

