

READY

RESULTS First!

What do we want to achieve?

ESTABLISH Roles & Responsibilities

Who's doing what, and how are decisions made?

AGENDA Alignment

What's our plan, and how will we stay on track?

DEFINE Expectations

What behaviors and norms will help us?

YOUR Setup

What space or technology will be used?

REACH

REVIEW & Open

How will we kick off with clarity and connection?

EXPLORE

How will we spark ideas and ensure all voices are heard?

ASSESS

How will we analyze what we've gathered and surface what matters most?

CONCLUDE

How will we weigh our options, decide, and agree on next steps?

HIGHLIGHT & Close

How will we confirm who's doing what — and end on a high note?

RAP

RETROSPECT

How will we check in on what worked — and what we'll tweak next time?

ACCOUNTABILITY

How will we keep actions visible — and support follow-through?

PLANNED Next Steps

How will we keep the momentum going?