

Weekly Priority Check-In Framework

Even the best-laid priorities quickly drift without regular attention. The Weekly Priority Check-In Framework establishes a lightweight, consistent process that keeps teams focused on what matters most amid the daily whirlwind of activity. Unlike traditional status meetings that focus on detailed progress reports, this framework centers on alignment, adjustments, and obstacle removal. By dedicating just 30 minutes weekly to priority maintenance, leaders prevent the gradual erosion of focus that occurs when urgent matters consistently overtake important ones, ensuring sustained progress toward purpose-aligned goals.

Author

This tool was developed by Michelle Watson-Grant.

Goal

This tool helps leaders and teams establish a lightweight, consistent process to ensure daily work remains aligned with stated priorities and make quick adjustments as needed.

Advice

- Keep these check-ins brief (15-30 minutes maximum)
- Maintain a regular schedule - same day/time each week
- Focus on alignment, not detailed progress reports
- Document decisions to prevent "priority amnesia"

Weekly Priority Check-In Agenda

Team: _____

Date & Time: _____

Intended Outcome: Maintained focus on priorities with quick adjustments to address emerging challenges.

Timing (30 min)	What	Why	How
3 min.	Quick Wins Celebration <ul style="list-style-type: none"> Share accomplishments aligned with priorities Recognize team members who advanced priority work Note any positive stakeholder feedback 	<i>To reinforce priority focus and build momentum</i>	Brief round-robin sharing
15 min.	Priority Reality Check <ul style="list-style-type: none"> For each current priority: <ul style="list-style-type: none"> Is work progressing as expected? (Green/Yellow/Red) Is this still the right priority given new information? Are resources appropriately allocated? 	<i>To assess alignment between intended and actual focus</i>	Structured discussion of each priority
7 min.	Roadblock Identification <ul style="list-style-type: none"> Identify barriers preventing progress on priorities Determine decisions needed to move forward Clarify support required from leadership 	<i>To surface and address impediments quickly</i>	Group discussion with visual tracking
5 min.	Adjustments & Actions <ul style="list-style-type: none"> Determine if priority adjustments are needed Assign specific actions with owners and deadlines Update team priority tracker 	<i>To ensure clear next steps and accountability</i>	Facilitated decision-making with documentation

Weekly Priority Tracker

Priority	Status	This Week's Focus	Roadblocks	Next Steps
<i>Priority #1</i>	Green/ Yellow/Red			
<i>Priority #2</i>	Green/ Yellow/Red			
<i>Priority #3</i>	Green/ Yellow/Red			