ALINEMENT® GROUP

A FREE TOOL FROM THE ALINEMENT BRIEF

The Weekly Operating Rhythm

The whole toolbox on one cadence · who touches which page, and when

COMPANY

MEETING DAY AND TIME

DATE

A page stays alive only when the calendar asks for it. This is the calendar asking.

EVERY WEEK · THREE MOMENTS

WHEN	THE PAGE	WHAT HAPPENS	MIN	WHO (WRITE IN)
Monday morning	13-Week Cash Forecast	Compare last week to what actually happened. Update the bank balance. Roll the horizon forward. Note the low point and the week it lands.	20	
Before the meeting	Priority Scoreboard	Each owner updates their own lines: status, one line on what actually moved, next milestone. The meeting reads the scoreboard. It does not build it.	5 ea	
Meeting day	60-Minute Agenda	Statuses, then the cash low point, then any AI card change (5). Last week's list and the follow-through rate (10). Top three at-risk items worked into decisions (35). Read-back and close (10).	60	

The math: sixty-five minutes a week for most leaders. The seat that owns the forecast adds twenty on Monday: eighty-five. The quarterly reset adds about an hour, four times a year.

EVERY QUARTER · ONE RESET

WHEN	THE PAGE	WHAT HAPPENS	NEXT RESET
Once a quarter	Alignment Snapshot	Three questions, answered independently and in writing. Converge at the next meeting: top three priorities in order, the one obstacle to clear, one shared sentence for what winning looks like.	
Same sitting	AI Workflow Card	A fresh look at the three rows: fold what worked into the job it serves, stop what its owner keeps rewriting, write in the next candidate.	

Starting from zero? Do not install all five in one week. Snapshot first, scoreboard second, the meeting third. Run those three for a month, then add the forecast, and the AI card last. The rhythm adds no new meetings. It is the meeting you already have, run against pages that were updated before it started.