

Weekly Operating Rhythm — Make Standards Breathe

Mechanisms, not slogans. Discipline compounds.

Purpose

A simple cadence that makes standards breathe — meetings serve work, not the other way round.

Monday 30 — Commitments

- 3 priorities only — **what will be true by Friday**.
- Owner per line; concrete definition of done.
- Explicit risks and help required.

Mid-Week 15 — Exceptions Only

- Are we off-course on any of the 3? If yes, what changes **today**?
- Cancel if there are no exceptions.

Friday 20 — Outcomes

- Promises vs. outcomes — tick or teach.
- Capture one lesson; reset next week's three.

Working Notes

- Same doc every week; visible scoreboard of commitments.
- Start on time; finish early; decisions in writing.
- One owner runs the cadence; rotate quarterly.

Templates

- **Commitments:** [Priority] — [Owner] — [Definition of done] — [Risk]
- **Exceptions:** [Blocker] — [Decision/Change] — [Owner] — [By]
- **Outcomes:** [Delivered?] — [Evidence] — [Lesson]