

Leadership review checklist

Use a regular review to resolve deviations and decisions, not to repeat status updates.

Before the review

- Name the three outcomes that matter in this period.
- Update a small set of decision-relevant measures with a date and source.
- List blockers, open decisions and the cost or impact of delay.
- Ask the accountable person to prepare a recommendation and alternatives.

During the review

- Compare commitments with actual results.
- Clarify the cause of meaningful deviations before choosing an action.
- Decide which work continues, pauses or stops.
- End each decision with an action, one accountable person and a deadline.

After the review

- Share the decision log with those affected.
- Confirm capacity and dependencies for the agreed actions.
- Record a review date and an escalation trigger.
- At the next review, check whether the decision was implemented and what changed.

Decision log

Date / initiative

Issue / outcome

Decision and rationale

Accountable person

Deadline

Evidence / review date

<https://corelift.de/en/resources/review-checklist/>