WORKSHEET / TOOL 04

A board agenda with a purpose

Type into the fields or print a copy for your next working session.

01 What changed

Which three numbers moved most, and why? Consider operations, cash, people and outside dependencies.

02 What needs a decision

State the choice, options, evidence and recommendation. Do you need discussion, advice or a vote?

03 Where help would matter

Ask directors for specific help with customers, hires or expertise. Give each request an owner and date.

04 What happens next

Record decisions, owners and dates. Leave space for a concern that did not appear in the board pack.

Decision record

Owner

Agreed on

Review date

Evidence that would change the decision