

Visibility Rounds Cheat Sheet

Visibility without micromanaging. Two Consistent Rounds Every Week.

📅 Monday Round - Set Intentions and Alignment

Team members share

1. Top 3 Outcomes for the week
2. Blockers and Risks (where they need support)
3. Key FYIs - what you need to know early on

Leader benefit: early alignment; fewer surprises.

🚩 Friday Round - Results and Visibility

Team members close the loop

1. Completed (outcomes, not activity)
2. What Didn't Progress (and why)
3. New Insights (signals and lessons)

Leader benefit: Reliable visibility, fair accountability

- Scan for patterns, not perfection
- Acknowledge Wins
- Address Risks Quickly
- Keep tone steady

💡 Why it Works

- Replaces random check-ins with predictable structure
- Reduces the urge to micromanage
- Builds trust through consistent signals
- Levels the playing field (remote, hybrid, in-office)
- Surfaces risks early
- Strengthens team stability and performance

Predictable > Perfect
Outcomes > Activity
Clarity ≠ Surveillance

Predictability builds trust; trust builds visibility.

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