

SOS

Your logo here

Shop Operating System
WORKBOOK
Monthly Meeting
Month, day, Year

NAME:

***MONTH YEAR* AGENDA**

0:00 – 0:05	Welcome & Shout Out	President/Asst
0:15 – 0:25	Review Quarterly Rocks (3 min each)	Asst
0:25 – 0:50	Review Last Month Rocks	Asst
0:50 – 1:00	Break	
1:00 – 1:40	Set Monthly Rocks	Asst
1:40 – 2:00	Parking Lot/Open Discussion	President/Asst
2:00	Wrap Up	President/Asst

***YOUR COMPANY* VISION**

BHAG/THE END GOAL	CORE PURPOSE
THE 3 YEAR PLAN	CORE VALUES
1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

STRUCTURE

ONE YEAR PLAN	
1.	
2.	
3.	
4.	
5.	

NOTES

STRUCTURE

Q* YEAR ROCKS

OWNER	ROCK	STATUS

NOTES

STRUCTURE

<i>(last)</i> MONTH YEAR ROCKS			
WHO MANAGER	#	ROCK	STATUS
	1		
	2		
	3		
	1		
	2		
	3		

(last) **MONTH YEAR ROCKS**

WHO	#	ROCK	STATUS
	1		✓
	2		✓
	3		✓
	1		✓
	2		✓
	3		✗

(last) **MONTH YEAR ROCKS**

WHO	#	ROCK	STATUS
	1		
	2		
	3		
	1		
	2		
	3		

(last) **MONTH YEAR ROCKS**

WHO	#	ROCK	STATUS
	1		
	2		
	3		
	1		
	2		
	3		

STRUCTURE

Q* YEAR ROCKS		
OWNER	ROCK	STATUS

MONTH YEAR ROCKS			
WHO	#	ROCK	DUE DATE
ME	1		
ME	2		
ME	3		