

WEEKLY OPERATIONS SCORECARD TEMPLATE

Use this template to bring structure, clarity, and accountability to your weekly team operations meetings. Customize the sections to match your business priorities and scale.



1. WEEKLY FOCUS AREAS

List your core focus areas for the week
(Sales, Operations, Delivery, Marketing, etc.)
Limit to 3-5.

1. _____
2. _____
3. _____
4. _____
5. _____



2 KEY PERFORMANCE INDICATORS (KPIs)

Identify 3–5 measurable indicators for tracking team or project health (e.g., number of leads, closed deals, projects completed).

1. _____
2. _____
3. _____
4. _____
5. _____



3. TASK OWNERSHIP SNAPSHOT

Review who owns what this week. Create a simple table with names, responsibilities, and progress status.

NAME	RESPONSIBILITIES	STATUS



4. ISSUE & BLOCKER REPORTING

Allow team members to report challenges or blockers in a structured way. This prevents surprises and supports problem-solving.



5. WEEKLY TEAM WINS

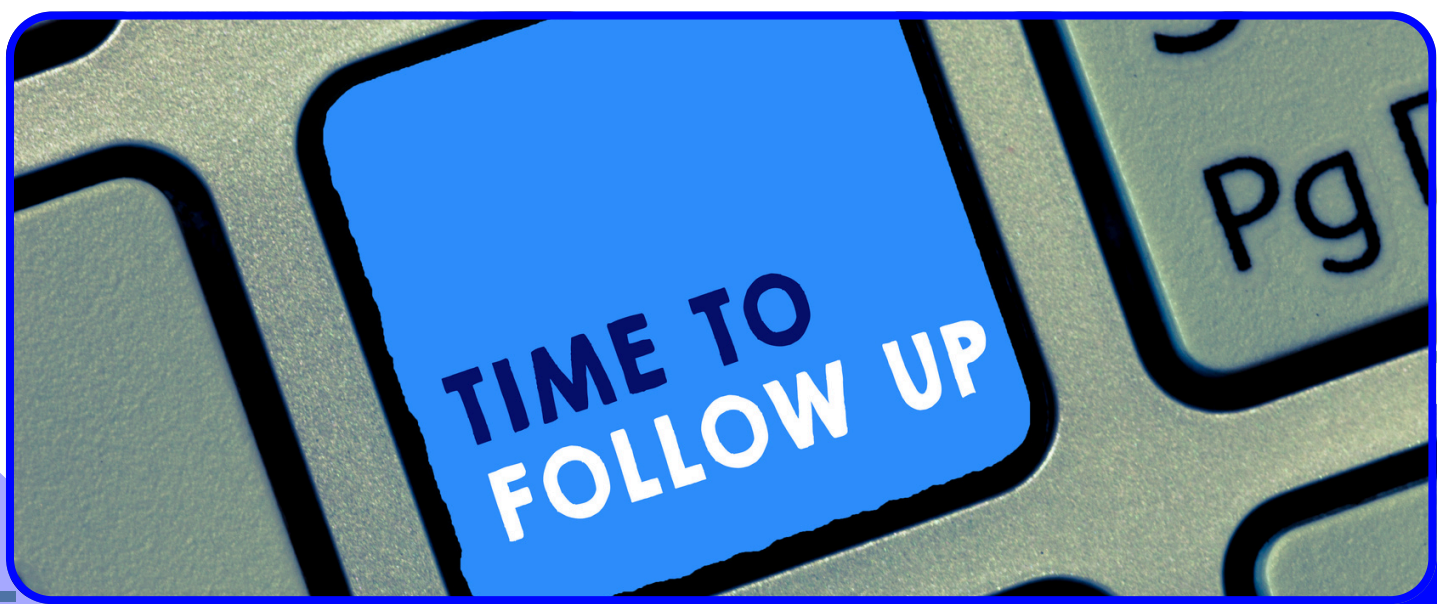
Document successes, shout-outs, or completed milestones. Helps with morale and visibility.



6. FOLLOW-UP ACTIONS AND ACCOUNTABILITY

List any action items, due dates, and who is responsible for follow-up. Reinforces accountability after the meeting.

ACTION ITEM	DUE DATE	RESPONSIBLE PERSON	MANAGER TO FOLLOW UP



WRAP-UP:

If you're ready to take the next step, but want a partner to help you get there, schedule a meeting with us.

We'd love to help.

[Schedule a free discovery session with WOWSuccessTeam](#)

SCAN HERE

