



AGENCY OPERATIONS

Weekly operations review agenda

A short weekly agenda for reviewing capacity, project risk, client decisions, cash flow, and the work that needs attention now.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

The team needs a dependable operating rhythm.

WORK THROUGH THE CHECKLIST

☐ 01 **Review active project health**

☐ 02 **Check capacity and priorities**

☐ 03 **Flag blocked decisions**

☐ 04 **Review invoices and cash**

☐ 05 **Assign the next actions**

☐ 06 **Document what changed**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.