

MANAGER RITUALS TOOLKIT

22 in-depth sections with connected systems of plug-and-play tactics, coaching notes, editable templates and practical assets.

Created by experts through thousands of hours of in-market development with hundreds of leaders, managers and teams.

Everything you need to run better meetings, give clearer feedback and hold stronger 1-1 conversations, increasing trust, clarity and accountability.

RITUALS FOR PERFORMANCE

MANAGER RITUALS TOOLKIT

Effective meetings (1-7)

1. Reduce the Meeting Load
2. Design Meetings for Outcomes
3. Open Meetings Well
4. Inclusive and Accountable Meetings
5. Close the Loop *FREE SAMPLE SECTION*
6. Cascade with Clarity
7. Meeting Templates

Confident Feedback Culture (8-14)

Trust Building 1-1 Conversations (15-22)

Close the Loop

Protected time to close meetings with clarity



The Hard Stop protects the final five minutes of every meeting. A nominated Timekeeper calls time on the discussion, moves unfinished items into the Car Park and creates space to confirm agreement and actions. A useful discussion is not enough. A good meeting needs a deliberate ending.

Turn useful discussion into clear actions and ownership.

1. Decide who is the Timekeeper

Before the meeting begins, agree who will call the Hard Stop. Usually not the Host.

2. Call the Hard Stop

With five minutes remaining, pause the discussion. Move unfinished topics into the Car Park so they can be revisited separately.

3. Close with clarity

What did we agree?

What actions need to happen next?

Who owns each action and by when?

4. Capture the actions

Record each action, owner and deadline in the Action Tracker. Ideally run meeting recording software to make this a cut and paste task.

[Open Coaching Guide](#)

Close the Loop

A quick closing loop to hear every voice



30 SECOND ROUND TABLE

The 30-Second Round Table gives everyone a short, equal opportunity to speak before the meeting ends. Choose one focus for the round: understanding, questions, contribution or challenge. Each person has up to 30 seconds to share one useful reflection before passing to the next voice.

Hear every voice and surface what might otherwise be missed.

1. Choose the focus

Understanding: What is your key takeaway and what happens next?

Questions: What is still unclear or unresolved?

Contribution: What would you add, build on or suggest?

Challenge: What risk, assumption or blind spot should we test?

2. Round Table 30 seconds each

The Timekeeper starts the timer. Each person has up to 30 seconds to share one useful reflection. It is always acceptable to pass..

3. Keep time, close the loop

Respect the 30-second limit. Capture anything that needs more time in the Car Park. Confirm actions, owners & deadlines in the Action Tracker.

[Open Action Tracker](#)

Close the Loop

Quiet reflection time to surface better thinking

REFLECTION CLOSE



The Reflection Close creates five minutes of Alone Together Time before a meeting ends. Choose one focus for the reflection: understanding, questions, contribution or challenge. Each person writes a brief response avoiding bias and providing a summary that includes all voices equally.

Create space for quieter, more considered thinking to emerge.

1. Choose the focus

Understanding: What is your key takeaway and what happens next?

Questions: What is still unclear or unresolved?

Contribution: What would you add, build on or suggest?

Challenge: What risk, assumption or blind spot should we test?

2. Start the reflection

Timekeeper start the timer. Everyone writes silently for 5 minutes in the agreed place: a shared document, meeting notes or individual cards.

3. Capture & close the loop

Thank the team. Review and share the reflections after the meeting. Add actions and owners in the Action Tracker.

[Open Coaching Guide](#)

Get the coaching guides and editable assets to help you get the most of this section of the toolkit

Why do we ask for your name and work email to send you these assets?

Because we think it's a fair exchange.

You get useful tools you can start using straight away. We get a chance to stay connected and share a short set of helpful coaching emails that support this section.

And yes, we'd be very happy to talk if you're interested in using the full toolkit with your managers. But there's no pressure. You can unsubscribe at any time and keep using the assets.

[**Get the coaching guide and assets**](#)

Curious to see more from
the Managers Ritual Toolkit?

Book a Walk Through

Bring the Manager Rituals Toolkit to your business. Give managers a consistent approach to better meetings, feedback and 1-1s. So trust, clarity and accountability do not depend on which manager someone happens to work for.

Start with one leader, equip a management group, or embed the system across your organisation.

Ritual Operating System

RITUALS FOR PERFORMANCE