

# Manager Follow-Up Rhythm Template

A lightweight rhythm that catches drift early.

WEEKLY light check (a few minutes per area):

1. What moved as expected?
2. What is starting to drift?
3. What needs a decision or help?

MONTHLY review (step back and look at the pattern):

- Are the same issues recurring? (a system problem)
- Are expectations still accurate?
- What should the founder see this month?

Escalation guide:

- Drifting: note it, watch next week.
- Stuck two weeks: raise in monthly review.
- Affecting customers or revenue: escalate now.

Talentos - Performance clarity, made practical.