Four Step Team Rituals Effectiveness Review

Standards are great. But they only stand up with rituals that support them.
Tony Robbins

Rituals can be an important factor to boost performance and cultivate a team culture. However rituals should be implemented carefully and not only for having rituals for rituals sake. Give yourselves 60 minutes to go through The Four step Team Rituals Effectiveness Review as a group (teams members can fill out the form prior to a meeting).

1.Write down your daily, weekly fortnightly and monthly (and other) team rituals (rituals that impact everyone. These should include formal (eg. team meetings, team offsites, stand ups, retros, business performance reviews, post activity reviews, etc) or informal rituals - eg. team coffee run. Get your team to contribute - they may have a different view than you.

2. What was the original objective of the ritual?

3. On a scale of 1-5, how effective is the ritual for **the team**? If is below a 4, consider what needs to be done to make it higher. Be honest about who the ritual benefits. If it's only you, then it may be worth reviewing how you can achieve your objective more effectively.

4. As a team, decide whether you should keep the routine, remove it or bin it.

Considerations can be given to:
◆ The outcomes of the activity. Think outcomes first of what the team need to do, then come up with the activity they could do.
◆ The timing of the rituals (frequency, time of day, year)
◆ The length of the ritual
◆ Who benefits from the ritual?
◆ What positive impact does the activity have your team? Other teams?
◆ Which rituals have become stale?
◆ How can you add in some fun to the rituals?

Daily Rituals	Initial objectives of the ritual	Effectiveness Score	Keep/Change/Bin

Weekly Rituals	Initial objectives of the ritual	Effectiveness Score	Keep/Change/Bin

Fortnightly Rituals	Initial objectives of the ritual	Effectiveness Score	Keep/Change/Bin

Monthly Rituals	Initial objectives of the ritual	Effectiveness Score	Keep/Change/Bin

Quarterly Rituals	Initial objectives of the ritual	Effectiveness Score	Keep/Change/Bin

Annual Rituals	Initial objectives of the ritual	Effectiveness Score	Keep/Change/Bin

Other Rituals	Initial objectives of the ritual	Effectiveness Score	Keep/Change/Bin