

LEADERSHIP RHYTHM DOWNLOAD

Post-Shift After-Action Review

A five-minute reflection tool for turning every shift into a leadership rep.



Use this tool during real shifts, not just training meetings. Print it, write on it, and return to it until the habit becomes normal.

Date		Shift	
Leader		Location	

1. What went well tonight?

Name specific people and specific actions.

2. What did not go well?

Focus on systems and processes, not just people.

3. What will I do differently tomorrow?

Name one specific action you will take.

4. Who did I affirm tonight? Who do I need to affirm tomorrow?

80% affirmation, 20% correction.

5. Environment Check

- Language and tone stayed controlled
- The stage was set - workspace clean and organized
- Energy matched the culture we are building
- I maintained composure under pressure