

## Execution Recovery Protocol Tool

A comprehensive tool for restoring execution integrity after setbacks, missed deliverables, or team burnout.

### 1. Protocol with Coaching Prompts

Step	Description	Coaching Prompts
Pause and Diagnose	What fell behind? Where did clarity or follow-through break down?	<ul style="list-style-type: none"><li>• What wasn't completed on time?</li><li>• Were expectations clear?</li><li>• Were blockers identified and escalated?</li></ul>
Reassign or Re-establish Ownership	Confirm who owns each deliverable.	<ul style="list-style-type: none"><li>• Is each task clearly assigned?</li><li>• Does the owner have capacity and clarity?</li></ul>
Reset Priorities and Timelines	Eliminate lower-tier tasks.	<ul style="list-style-type: none"><li>• What can be postponed or canceled?</li><li>• What is critical for this week or sprint?</li></ul>
Rebuild Momentum	Create a "fast win" within 48 hours to restore confidence.	<ul style="list-style-type: none"><li>• What's one high-leverage task we can finish quickly?</li><li>• How will we celebrate the win?</li></ul>

### 2. Fast Win Tracker

Identify and assign fast wins to rebuild momentum within 48 hours.

Date	Fast Win Task	Owner	Deadline (≤48 hrs)	Status	Confidence Boost (1-5)

### 3. Execution Recommitment Agreement

Use this lightweight agreement to confirm the team is aligned and committed to a fresh start.

- ☐ We have reviewed all overdue tasks.
- ☐ We have reassigned or clarified ownership.
- ☐ We have eliminated or postponed nonessential work.
- ☐ We have identified and committed to a fast win.
- ☐ We commit to weekly execution review (15-20 mins).

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

#### 4. Team Execution Health Score

Use this self-assessment to measure current team execution habits.

Statement	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
We know what 'done' looks like.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We consistently finish what we start.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We protect time for execution-heavy work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We track and review deliverables weekly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We close open loops quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We follow through without requiring reminders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We proactively communicate delays or blockers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Score Interpretation:

- 28–35 = High Execution Integrity
- 20–27 = Needs Coaching & Reinforcement
- <20 = Urgent Reset Required