

The Two-Minute Executive Readout

A strong boardroom readout is concise and decision-led. Fill the frame in before the meeting and read from it during the meeting.

THE FRAME

Current condition is **[condition]**, moving **[direction]** over **[time range]**. The main driver is **[driver]** affecting **[business impact]**. Execution is **[state]**. We are **[decision/action]**, owned by **[owner]**, due **[date]**, and will report progress using **[measure]**.

FOUR RULES

- Lead with condition and material change.
- Name one to three drivers, not every event.
- State the decision or risk posture clearly.
- Close with accountability and the next evidence point.

WORKED EXAMPLE

SAMPLE DATA

Current condition is elevated, moving worse over the last 30 days. The main driver is critical exposure on a high-impact asset affecting the business service that asset supports. Execution is overdue and stalled. We are escalating the stalled work and resourcing the bottleneck, owned by the infrastructure owner on the linked CASE, due Friday, and will report progress using the patch backlog and SLA state.

YOUR READOUT
