

Weekly Staff Update

A repeatable format for the weekly note that keeps every team member aligned.

HEADER

Week of

Prepared by

THIS WEEK'S FOCUS

Top priorities for the week

WINS & HIGHLIGHTS

Celebrate progress, milestones, and good news

KEY DATES & REMINDERS

DATE	WHAT'S HAPPENING	OWNER

BLOCKERS & SUPPORT NEEDED

What's stuck, and what help is needed

SHOUT-OUTS

Recognise a colleague