

Executive Communication Template

tl;dr or bottom line up front:

*These are your specific asks or needs - the action that whoever you're talking to needs to provide OR the **most** important update. This should be no longer than 2 short sentences.*

Metrics:

Any impact metrics that are being tracked or have an update (there might not be any, in which case, you can leave this section out). This should be 'last time || this time' so that there's a clear and easy comparison.

Risks:

Any problems that are blocking or barriers you're working through - ideally the top 3 most important items. These should be bullet points that are a sentence or less.

Celebrations:

Any celebrations to call out regarding progress? Also ideally the top 3 most important celebrations. These should be bullet points that are a sentence or less.