

Monthly Update



Name:

Date:

- What is recent work that you're proud of?
- What is energizing you right now?
- What is frustrating you right now?

Core Accountabilities	On Track	Off Track	Additional Details
1. Website Updates			
2. Social Media			
3. Email Communication			
4. Magazine			
5. Content Creation			

Quarterly Rocks	On Track	Off Track	Additional Details

Key Issues to Cover Today:

- What is one thing that needs to be addressed by me or this organization?
- How have I made your job harder in the last 30 days?
- What is one question you would like an answer to?

To Do's