

# Content Team Stand-Up Template

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**Date:** [Insert Date]

**Team Member:** [Insert Name]

- **Yesterday's Content Work:**

- [Briefly describe the content pieces you worked on yesterday, including any drafts completed or edits made.]

- **Today's Focus:**

- [Outline the content tasks you plan to work on today, such as writing, editing, or publishing.]

- **Content Blockers:**

- [List any challenges or blockers that could impact your content production, like lack of resources or feedback delays.]

**Upcoming Deadlines:**

- [Mention any upcoming content deadlines or publishing schedules that the team should be aware of.]

**Notes:**

- [Any additional comments, updates, or creative ideas relevant to the team.]