

Subject: Edrolo OS - XXX's Summary of Week XXX

Hi Team,

[2 sentence summary about your week]

Learning of the Week

XXX

My Top 3 Priorities Last Week

1. XXX - comment
2. XXX - comment
3. XXX - comment

My Top 3 Priorities This Week

1. XXX
2. XXX
3. XXX

Kudos

XXX

My Example

Note: I've implemented a couple more sections - this is your update, so modify it to what works for you :)

Subject: Edrolo - MB Summary of Week 39

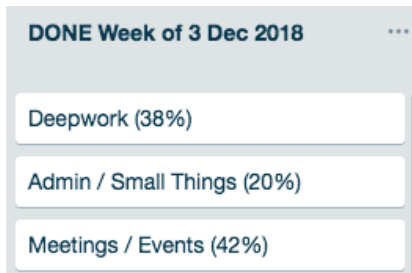
Hey Team,

What a week...

- Interview Day
- Corporate to Startup panel
- BB Xmas Lunch
- StartupAus Crossroads dinner
- In-depth interview marathon

Feeling good about my progress last week, but still lots to do to finish the year!

How was your time spent?

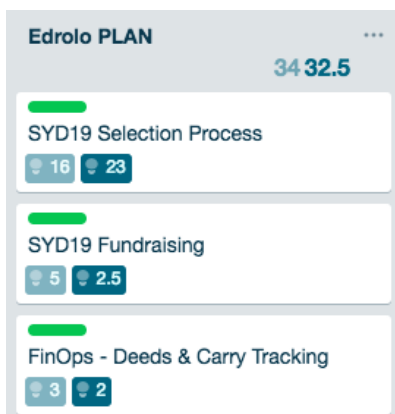


Total Hours <50h: 😞

Admin/Small Things <18h: 😊

Deep Work >20h: 😊

Top Priorities done?



What I wanted to achieve was achieved, unfortunately, most of these still need to be fully completed.

If you could do it again, how would you do it differently?

Space events out a bit - it was a super intense week, so didn't have time for anything apart from work, but I loved it - so not sure I'd change it

Motivation (1-5) + Reasons Why/Why Not

3 - six more business days until holidays, not sure how I'll be able to finish everything up before Xmas

Kudos

Tip - including me on the panel

Joel - for being the best events +1

Top Priorities Next Week

Edrolo PLAN

18

SYD19 Fundraising

6

SYD19 Program

6

Startmate Fam + Alumni Comms

6