

Straker's Weekly Summary: Annual Review #[#]

For last year's summaries, see [previous link]. To subscribe to weekly condensed email share-outs, subscribe to [DL name with link].

Completed Priorities

Group 1

- 1.

Group 2

- 1.

Etc...

- 1.

Next Up Scratchpad

1. Add things here throughout the week to make writing your summary easier.

Intro Text

I made this DL for my [weekly summaries](#) as copying and pasting posts across different Slack channels was not ideal. I also didn't like how there was no opt-out. Most importantly, I didn't like how hard it was to tag people I want to thank. So, now if you find these messages annoying, go unsubscribe! I promise, there are no hard feelings if you do. But if you like these emails, you should also check out [other person's], [other person's], and [etc].

Without further ado, my summary from this past week is copied below. More details, such as past updates, can be found in this [Google doc](#).

Year #, Week # (Week of mm/dd)

Make this a more personal update section, like a “mini blog post.” Sometimes it’s about work, sometimes it’s an interesting read you found that you want to share, and sometimes it’s a cool photo from a recent vacation you took. By making this personal, you get people to care. However, this doesn’t need to be long, nor does it need to be the same length every week! One influence I’ve tried here is [Jason Fried’s Heard Something, Read Something, Saw Something](#).

Callouts

1. **Project 1:** [update]
2. **Project 2:** [update]
3. **Etc:** [update]

Upcoming Priorities (In Priority Order)

1. Project 1
 - a. Upcoming milestone w/ ETA.
 - b. Upcoming milestone w/ ETA.
2. Project 2
 - a. Upcoming milestone w/ ETA.
3. Program/Portfolio
 - a. Project A
 - b. Project B
4. Etc

[Optional] Meeting Time

Total time spent in meetings: x out of y available meeting hours (z%). The number of available meeting hours assumes 30m for lunch daily, takes time off into account, and ignores Core Hours. I try to limit my meeting time to 50% each week. “No Meeting Friday” helps a lot to achieve this goal; when I fail, it is usually because I heavily violate “No Meeting Friday.”