

WEEKLY REPORT

PRIORITY VA

YOUR NAME _____

HIGHLIGHTS FROM THE WEEK OF _____

Project One

Task One

Task Two

PVA
PRIORITY | VA

Project Two

Task One

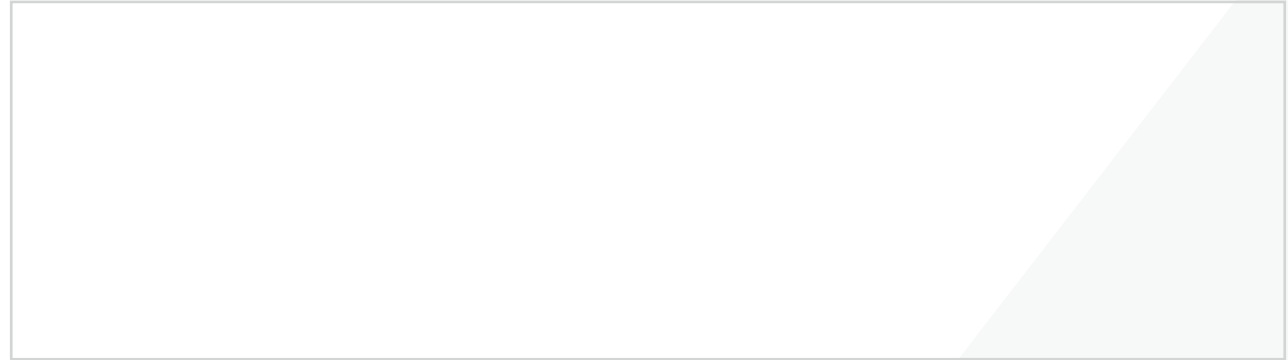
Task Two

Weekly Call Update

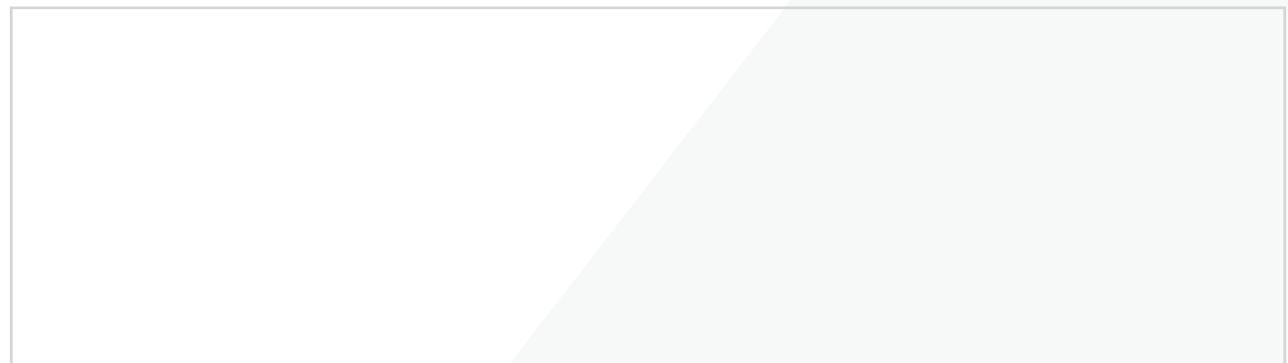
Update on any TASKS assigned/discussed during weekly call

Social Media Management Calendar Outlook

Insert image of calendar to show upcoming posts/launches/etc.



Weekly High: *Take the opportunity to celebrate a personal or work related win! Sometimes our clients aren't aware of major tasks accomplished that keep things moving... like keeping their calendar/appointments organized and up to date with NO mistake or missed meetings! #winning*



Weekly Low: *Did you make a mistake that has been bothering you all week? Put it down here and talk about how you plan to approve next week. Maybe your child was sick this week and it made for a tough week. Let your client know... they'll appreciate your honesty and it will help grow your relationship.*

