



Monthly Leadership Team Report

PERSON/TEAM _____ DATE _____

PERSON/TEAM (LIST GOOD THINGS THAT ARE HAPPENING)

- 1 _____
- 2 _____
- 3 _____

I/WE ACCOMPLISHED (LIST PROGRESS MADE ON ANNUAL GOALS OR KEY INITIATIVES)

- 1 _____
- 2 _____
- 3 _____

I/WE DECIDED/SCHEDULED (LIST DECISIONS MADE THAT OTHERS SHOULD KNOW ABOUT)

- 1 _____
- 2 _____

I AM/WE ARE LEARNING/READING (INSIGHTS ON RESULTS | IDEAS FROM BOOKS, BLOGS, VIDEOS, AND TRAININGS)

- 1 _____
- 2 _____

PROJECTS I AM/WE ARE CURRENTLY WORKING ON OR COLLABORATING WITH

Project/Task	Point Person	Due

COMMENTS | QUESTIONS | FUTURE AGENDA ITEMS



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