

# FA|FM CREATIVES | WEEKLY RECAP

Frequency: Every Thursday by 4 PM (Email)

## PERSONAL

- How are you doing?
- What is God saying to you right now?
- How is your overall workload and energy?

## WINS & MOMENTUM

- Biggest win this week
- Team highlights
- Progress updates
- Celebrations or breakthroughs

## CHALLENGES

- Current challenges or concerns
- Areas needing support
- Risks or delays impacting projects

## OPERATIONS

- Project updates
- Volunteer Team and/or employee updates
- Current project status
- Updates from your One on Ones / Hangs

## SUPPORT NEEDED

- What do I need to know?
- How can I and the Leadership Team help or support you?
- Are there any urgent needs or decisions required?

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## NOTES

- Keep responses concise and actionable.
- Use bullet points whenever possible.
- Aim to keep reports to one page.
- Focus on clarity, accountability, and solutions.