

Weekly Client Update Template

Keep clients informed without forcing them to chase you for progress.

Client

Week of

Prepared by

1. EXECUTIVE SUMMARY

What happened this week?

2. COMPLETED

- ☐ [Completed task / deliverable]
- ☐ [Completed task / deliverable]
- ☐ [Completed task / deliverable]
- ☐ [Completed task / deliverable]
- ☐ [Completed task / deliverable]

3. IN PROGRESS

- ☐ [Task] - status / expected completion
- ☐ [Task] - status / expected completion
- ☐ [Task] - status / expected completion
- ☐ [Task] - status / expected completion

4. RESULTS / KEY METRICS

METRIC	THIS WEEK	PREVIOUS	NOTE

5. BLOCKERS / DECISIONS NEEDED

Issue / what I need from you / deadline

Issue / what I need from you / deadline

Issue / what I need from you / deadline

6. NEXT WEEK

☐ [Priority / deliverable]

☐ [Priority / deliverable]

☐ [Priority / deliverable]

☐ [Priority / deliverable]

7. NOTES

Anything else the client should know?
