



01 / 06

Better updates.

Fewer meetings.

A simple weekly note that keeps your clients in the loop.



02 / 06

Start with the outcome

Tell your client what changed this week. Put the result before the list of tasks.

“Your new onboarding page is ready for review.”



03 / 06

Make progress visible

- What shipped
- What you learned
- What is happening next

Three short sections beat a wall of status messages.



04 / 06

Ask for one decision

Make the next step easy to spot. Include the decision, who owns it, and when you need it.

“Please approve option B by Thursday.”



05 / 06

Keep the same rhythm

Send your update on the same day each week. A predictable note builds trust between meetings.



06 / 06

Try it this Friday

One outcome. Three short sections. One decision.
Save this structure for your next client update.

