



THE **JOB CLOSER**

Weekly Manager Meeting

1

Updates

1. (ex) Highlight of last week's work #1
2. (ex) Highlight of last week's work #2
3. (ex) Important update regarding ongoing project

2

Priorities

1. Your #1 priority project this week
2. Your #2 priority project this week
3. ...

3

Additional Priorities

1. (if applicable) Most important project you won't get to this week due to focus on main priorities.
2. (if applicable) 2nd most important project you won't get to this week due to focus on main priorities, and so on...

4

Delegation (if applicable)

1. If you have a direct report, assistant, or contractor, highlight the work they're doing on your behalf here.

5

Questions

1. (ex) What is one thing you'd like to learn this week about how your manager gets their work done so effectively?
2. (ex) Is there a sensitive political situation you'd like advice for navigating?
3. (ex) What work topic would you like additional background on?