

LEADERSHIP FOUNDATION — MODULE 2

Team Communication Calendar

Map your daily, weekly, and monthly communication rhythm.

Name:	Date:
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Design your team communication rhythm. Every touchpoint should have a purpose, a format, and an owner.

Daily Touchpoints

Touchpoint	Time	Duration	Owner	Purpose

Weekly Touchpoints

Touchpoint	Day	Duration	Owner	Purpose

Monthly Touchpoints

Touchpoint	When	Duration	Owner	Purpose

Briefing Template

Use this structure for your daily morning briefing:

Today's bookings and VIPs:

Special requirements or notes:

Yesterday's wins (recognition):

Today's targets:

Any issues or adjustments:
