

University Life

5-15 Template

What are 5:15 updates?

- They are short weekly summaries that should take you no more than 15 minutes to write and 5 minutes to read.
- Due on Fridays by COB

What should be included?

- The big to-do's for the week ahead
- The work that was accomplished during the week
- The risks and roadblocks that may be impacting your work

How should it be shared?

- You can create a OneDrive folder to house them all and share the folder or send in an old-fashioned email. You can organize your summary as you please as long as you address the key questions listed above.

What if I am out on a Friday?

- If you are out on a Friday, send it on Thursday.

Name:

Date:

Accomplished this week
(List completed activities and notable accomplishments)

Priorities for Next Week
(Be Specific)

Things I need from Amy
(Please link any document/projects to be reviewed)

Challenges/Roadblocks

Lessons Learned/Opportunities for Improvement

Upcoming Time Away/Other Items to be aware of

