CLIENT OPERATIONS

# Client status update template

A calm weekly update format that tells clients what moved, what is next, and where a decision is needed.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

## HOW TO USE THIS

You need a repeatable way to reduce status-chasing emails.

## WORK THROUGH THE CHECKLIST

- [ ] 01 **Lead with progress since last update**
- [ ] 02 **List the next milestone**
- [ ] 03 **Flag decisions needed**
- [ ] 04 **Name risks early**
- [ ] 05 **Link the current work**
- [ ] 06 **Confirm the next check-in**

**Before you close this**

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

# Notes and decisions

Use this page to record what changes after you work through the checklist.