Team priorities planning template

daggerwing ●GROUP

A MEMBER OF OMNICOM GROUP INC.

WHAT WE RECOMMEND YOU DO:

1 → **2** → **3**

Fill out the team priorities plan for your functions and teams

Talk through the plan with your team at your next meeting

Make sure to regularly update the plan and share with your teams at least once a month

COMPANY AND TEAM PRIORITIES DURING COVID-19

COMPANY PRIORITIES

List out the company priorities with quick descriptions, including:

TEAM PRIORITIES

List out your team's priorities that support the overall company priorities. These priorities will be the focus for the coming months.

MONTHLY PLANNING

APRIL	MAY	JUNE
List the key action(s) needed to execute in the month of April to support the team's priorities	*List the key action(s) needed to execute in the month of May to support the team's priorities*	*List the key action(s) needed to execute in the month of June to support the team's priorities*

MONTHLY ACTION PLAN

ACTION	STATUS	SUMMARY	NEXT STEPS	DRIS
Action #1 from the previous slide	*E.g., not started, in progress, delayed, complete*	*Provide details on the action listed*	*Include upcoming milestones and other relevant next steps*	*List out key owners and contacts*

*Update this document at least 1x per month