



The One-Page Memo Template

No memo, no meeting. Fill the three parts and copy a memo that gets doors opened.

THE RULE

How you write is how you think

One organized page beats an hour of 'can we hop on a call.'

The purpose of this memo (one line) _____

The story so far (2-3 short sentences, assume zero context) _____

What: the problem in one sentence _____

How: your approach in one sentence _____

Now: exactly what you need from them _____

It fits on one page

If it doesn't, the thinking isn't done yet.



Fear has no place on paper.

Write the ask down and it turns into action.