



The Progress Loop Email

Fill the six parts and watch your email write itself below. Send it every other week.

1 · ACTIVITIES

What I actually worked on

What you did, not what you planned.

2 · WINS

Proof of progress

3 · LEARNINGS

What changed in how I see it

4 · STUCK

The constraint, as a question

This is the first section they read. Specific gets help.

5 · FOCUS

What must be true in 2 weeks

6 · ASK

One specific ask

Specific questions get specific help.

Don't ask for their time. Report your progress.