Weekly review template

A one-page weekly review for founders. Fill it in yourself, or have your AI chief of staff draft it for you to edit.

Numbers against target

Measure	Target	Actual	Trend

What moved this week

What stalled, and why

Decisions I need to make

People to follow up

Top three for next week

1.

2.

3.

Full guide: **roleplan.ai/guides/brief-an-ai-chief-of-staff**. Want an AI chief of staff built around you? See **roleplan.ai/chief-of-staff**.