🤝 Together Thursday: Weekly Team & Partnership Checklist

Strong organisations are built through clear communication, shared responsibility and trusted relationships. Take 10–15 minutes each Thursday to check that the people behind the work know what is happening, what they own and where support is needed.

1. Check in

- ☐ **Ask: What is progressing, blocked or unclear?**
- ☐ **Recognise one contribution, improvement or win.**
- ☐ **Address one concern, tension or support need before it grows.**

2. Get aligned

- ☐ **Confirm the three most important shared priorities.**
- ☐ **Check that every priority has an owner and deadline.**
- ☐ **Record any decision, commitment or update in the shared system.**

3. Strengthen a relationship

- ☐ **Contact one important team member, partner or collaborator.**
- ☐ **Share a useful update, opportunity, thank-you or piece of feedback.**
- ☐ **Resolve one unanswered request, overdue commitment or difficult conversation.**

Before you finish

- ☐ **Write down: Who needs what from me—and what do I need from them—before next week?**
- ☐ **Choose one action, assign an owner and complete it or schedule it before you finish.**

Strong teams do not rely on guesswork. Communicate clearly. Support each other. Follow through.