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MEMBER OF THE WESTERN NEW ENGLAND DISTRICT



**Shoreline**

**BUSINESS NETWORK INTERNATIONAL**  
The World's Leading Business Networking & Referral Organization

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## THE EDUCATIONAL MOMENT

Attorney Michael Sweeney, Educational Coordinator  
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## EntreLeadership's Online Weekly Report Tool

**S**ocial distancing has completely changed the way many of us are doing business. Our kitchen tables have become our video conference rooms and the only fist bumps we're dishing out are virtual. Honestly, change can be tough to navigate. But as unexpected as this shift may have been for your business, working from home doesn't have to hurt your team culture. **The key is to stay connected.**

And we want to help you do that. **EntreLeadership** has put together an on-line, Weekly Report Tool. I will go through the sum and substance here and at the end I will provide a link if you want to check it out for yourself.

What is important is that you see yourself as in control of your own environment, no matter what the weather is outside or the pandemic-du-jour. **You are the Captain of your own ship.**

Whether you have direct reports, you have people report to you, you are the sandwich in the middle or you are a one-man band, **having an understanding of those with whom you come in contact with on a regular basis can be entirely helpful if not essential.**

**The Weekly Report will show your awareness of your environment.** The more the aware you are the better you are to gather information, process, decide and act.

The Weekly Report Tool has three thermometers, two bookend questions and an opportunity for freelance.

### Morale

1    2    3    4    5  
Very Low    Low    OK    Good    Great

### Stress

1    2    3    4    5  
Too High    High    OK    Low    Healthy

### Workload

1    2    3    4    5  
Overwhelmed    Heavy    OK    Good    Great

**Weekly High?** \_\_\_\_\_

**Weekly Low?** \_\_\_\_\_

**Anything else?** \_\_\_\_\_

**The Weekly Report Tool is a virtual shout-out;** you can collect your "Wins" here. A quick and easy way to get an overview of the morale, stress, workload, successes, failures and random odds-n-ends. A conversation starter. It's low-level self-assessment and some open-ended questions.

[www.entreleadership.com/weekly-report/launch-guide](https://www.entreleadership.com/weekly-report/launch-guide)