mimansa
RESEARCH & ADVISORY

TOOLKIT · CLEAR UPDATE KIT

300-Word Update Template



Fill each box in a line or two. Stop at 300 words.

TEAM
e.g. Payroll, Bengaluru

WEEK OF
e.g. 20 Oct

TO
e.g. US payroll head

WORD COUNT
e.g. 180

WHAT CHANGED

WHAT NEEDS CARE

WHAT DECISION IS NEEDED

RECOMMENDATION: WHAT, WHO, BY WHEN

BEFORE YOU SEND

- [ ] Under 300 words.
- [ ] A source beside every number.
- [ ] One clear ask at the end.

If a box is empty this week, write "Nothing new."

FREE TO USE AND SHARE · V1 · OCT 2026