mimansa
RESEARCH & ADVISORY

TOOLKIT · CLEAR UPDATE KIT

Source Beside the Number



List each number in your update. Fill the row before you send.

UPDATE FOR WEEK OF
e.g. 20 Oct

CHECKED BY
e.g. Neha S.

NUMBER	SOURCE	DATE	I CHECKED IT
42 to 29 tickets	*Ticket tool*	*18 Oct*	*Yes*
2 of 5 on leave	*Leave tracker*	*17 Oct*	*Yes*

SEND-CHECK

- [ ] Every number has a source beside it.
- [ ] I opened each source myself.
- [ ] I can explain each number with no notes.
- [ ] No number came only from the AI.

If you cannot trace a number, cut it.

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