

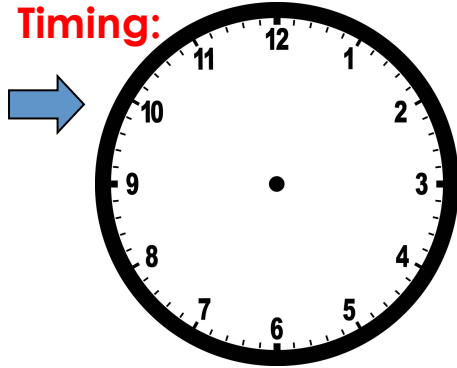
Day / Date:

# The 5-Minute Staff Briefing Plan

... Print and scribble your way to a well-organised and meaningful briefing.

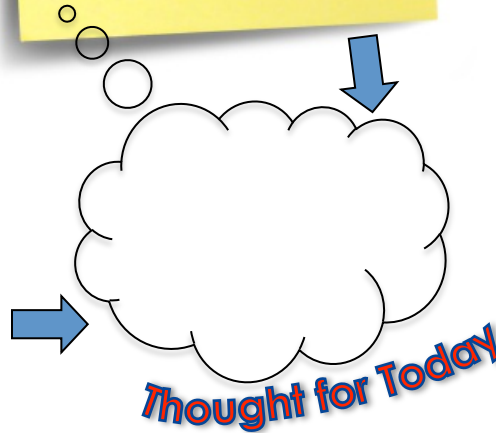



Timing:




 **Reminders for Today:**

 **Reminders for Week:**



**Leaving Message:** 

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**Hellos & Goodbyes** 

 **Wellbeing Tip-Off:**

**Thank You** 

**This Today!**