

## BDR Manager/Director Weekly

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Weekly meeting with BDR Manager with their leader to connect, understand team performance, tackle blockers and move projects forward. This template is inspired by conversations with multiple tenured Directors/VPs of Business Development.

### WEEKLY

☐ How are you doing?

Summary:

Next Steps:

☐ Any blockers for you or your team? Anything bothering you?

Summary:

Next Steps:

☐ Team updates. Who is doing well? Who is struggling?

Summary:

Next Steps:

☐ Special projects

Summary:

Next Steps:

### MONTHLY/QUARTERLY

☐ Who on the team is ready for the next step?

Summary:

Next Steps:

☐ What is the one thing you are working on to advance your career?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared