

Useful expressions for progress updates

1) Introducing your update

- Please find a summary of my/our performance against our targets, objectives, KPIs
- Please find an update on/overview of progress.
- Please find a review of the last month, quarter, 12 months, etc...
- Please find a quick note highlighting our progress against...

2) Explaining the context

- It has been an eventful/fruitful, enjoyable, challenging, interesting, productive year/project/period/month.

3) Highlighting success/achievement

- We have successfully delivered/achieved/accomplished/finalised/finished/completed/signed off/moved forward on...
- Be careful with the word 'realise' which is typically used in English 'to become aware of something' and not 'to achieve', as used in French.
- Project X was successfully delivered on time and within budget.

4) Overcoming issues

- We have successfully overcome a number of challenges/obstacles/issues.
- The team has experienced/faced/managed/dealt with/coped well with...
- **Note:** Remember that it is better to use the word 'issue' rather than 'problem' as an issue feels more solvable.

5) Referencing time

- In the first quarter we have...
- In the first half of the year we have...
- Over the last month, over the last few weeks we have...
- Since initiating the project in January we have...
- Since the start of the year we have...
- YTD (Year to date) Profits have decreased...

6) Next steps

- Moving forward the focus will be on how to...
 - Our next step is going to be focused on...
 - We now need to consider how to...
 - Our priority going forward is to/will be to...
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