Client Communication Calendar Template

Here's a **Client Communication Calendar Template** to help you plan, schedule, and track client interactions across different channels, ensuring timely updates and fostering a strong client relationship.

Client Name	Contact Information	Communication Goal	Preferred Channels	Key Dates & Frequency	Message Focus	Responsible Team Member	Status	Notes
[Client's Full Name / Company Name]	[Email, Phone, etc.]	Onboarding / Updates / Relationship Building / Upsell	Email, Phone, Newsletter, In-Person	Weekly / Monthly / Quarterly	[Brief summary of key topics to cover]	[Name or Team Assigned]	Scheduled / Completed / Needs Follow-Up	[Additional notes or specific requests]

#1. Instructions for Using the Template

1. **Client Name & Contact Information**: Include full client name and preferred contact details for streamlined reference.
2. **Communication Goal**: Identify the primary purpose of each communication, such as *onboarding*, *project update*, *milestone check-in*, or *upselling new services*.
3. **Preferred Channels**: Note the communication channels the client prefers (e.g., *email*, *phone*, *video call*, *in-person meeting*, etc.).
4. **Key Dates & Frequency**: Schedule recurring communications based on the client's expectations, such as weekly check-ins, monthly status updates, or quarterly performance reviews.
5. **Message Focus**: Provide a brief summary of the core topics or updates planned for each communication to keep messages relevant and concise.

6. **Responsible Team Member**: Assign a team member responsible for each communication to ensure accountability and consistency in client interactions.
7. **Status**: Track each communication's progress, marking it as *Scheduled*, *Completed*, or *Needs Follow-Up*.
8. **Notes**: Add any extra details, such as client preferences, recent feedback, or special requests, to personalize and enhance communication.

This template will keep you organized and ensure proactive, timely, and relevant communication with clients, helping maintain strong relationships and high client satisfaction.