# Internal Communications Editorial Calendar Template

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| Week of | Channel(s) | Message/Theme | Owner | Target Audience | Notes |
| Jan 1 | Email / Slack | Welcome back message + goal reminders | Tomoko | All employees | Link to digital wellness resources |
| Jan 8 | Intranet | “Meet the Team” feature | HR | New hires | First post of spotlight series |
| Jan 15 | Slack / Video | Quick async video update from leadership | VP of Ops | All staff | Focus on Q1 priorities |
| Jan 22 | Newsletter | Culture + recognition roundup | Comms | Entire org | Include All-In award winners |