

Weekly Status Report

To:

From:

For period of: Monday Date to Sunday end date

Main areas of focus this week:
<ul style="list-style-type: none"> ◆ <input type="text"/> Insert main high level areas or projects you focused on ◆ <input type="text"/> Insert main high level areas or projects you focused on
Accomplishment or results completed this week:
Focus on results and accomplishments. For partially completed projects or tasks, show % completed this week. Tasks such as meetings and administrative should be avoided. Instead, focus on the outcomes resulting from them.
<ul style="list-style-type: none"> ◆ <input type="text"/> Insert Accomplishment or Result ◆ <input type="text"/> Insert Accomplishment or Result
Issues or roadblocks requiring immediate attention:
<ul style="list-style-type: none"> ◆ ◆
What did I watch/read to improve my skills and knowledge? (Self Directed Learning/Training)
<ul style="list-style-type: none"> ◆ ◆
What did I learn? What were the main take-aways?
<ul style="list-style-type: none"> ◆ ◆
How can we use that learning to improve something at the Company?
<ul style="list-style-type: none"> ◆ ◆
Comments/Questions: