|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Weekly Work Summary** | | |  | |
| Dates Covered: | | Reporting Manager: | | |
| Name: | | Position: | | |
| **Assigned Task** | **Start Date** | | **KPI** *(Must be approved by George)* | |
|  |  | |  | |
| **Activities completed this week** | | | | |
|  | | | | |
| **Activities in process** | | **Next action** | | **Due date** |
|  | |  | |  |
| **Issues for immediate attention** | | | | |
|  | | | | |
| **Have you achieved your KPIs? If no, why?** | | | | |
|  | | | | |
| **What is your current plan on achieving KPIs?** | | | | |
|  | | | | |