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| --- | --- |
| **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?** |
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