Sample weekly activity report

Employee: _____

Date: _____

Priorities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Accomplishments:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Issues:

1. _____
2. _____