

5-15 Report

Name:

Week Ending: x/xx /xx

Accomplishments for the week:

- [List completed activities and notable accomplishments. In general, what is working? What is your current state?]

Priorities for next week:

- [List priority tasks for next week. Be specific.]

Challenges/ Roadblocks:

- [Imagine and describe potential challenges that may impede planned tasks.]

Lessons Learned/Opportunities for Improvement:

- [List any areas that may benefit from improvement. What questions are you trying to solve? What is a lesson that you recently learned or relearned?]



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