Weekly Report for NAME for Week of: DATE

Temperature Gauge: (Green, Yellow, Red)

Well-Being Grade: (A through F)

Key goals:

1. DESCRIPTION/NAME OF GOAL
   1. STATUS/UPDATE ITEM
   2. STATUS/UPDATE ITEM
2. DESCRIPTION/NAME OF GOAL
   1. STATUS/UPDATE ITEM
   2. STATUS/UPDATE ITEM
3. DESCRIPTION/NAME OF GOAL
   1. STATUS/UPDATE ITEM
   2. STATUS/UPDATE ITEM

Major concerns:

1. CONCERN 1
2. CONCERN 2
3. CONCERN 3

Priorities this coming week:

1. DESCRIPTION/NAME OF PRIORITY
2. DESCRIPTION/NAME OF PRIORITY
3. DESCRIPTION/NAME OF PRIORITY

Manager input needed on:

1. ITEM 1
2. ITEM 2
3. ITEM 3

**STAFF UPDATES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Professional Development Priorities** | **Performance Rating** | **Update** |
| INITIALS | 1. PRIORITY ONE 2. PRIORITY TWO | RATING | STATUS/UPDATE, IF ANY |
| INITIALS | 1. PRIORITY ONE 2. PRIORITY TWO | RATING | STATUS/UPDATE, IF ANY |
| INITIALS | 1. PRIORITY ONE 2. PRIORITY TWO | RATING | STATUS/UPDATE, IF ANY |

Other Issues:

1. ISSUE 1
2. ISSUE 2
3. ISSUE 3

Feedback:

For REPORT:

For MANAGER:

Professional Development Initiatives

1. DESCRIPTION/NAME OF PROFESSIONAL DEVELOPMENT INITIATIVE
2. DESCRIPTION/NAME OF PROFESSIONAL DEVELOPMENT INITIATIVE