

Weekly Employee Task Log

Week of:

Department:

Employee Name:

My personal goals this week are :

- 1.
- 2.
- 3.

Each employee will be assigned goals for the week. It is the expectation that required tasks will be completed in a timely manner. Contact your VP if a task requires additional time for completion.

Department Goals/Task Assignments:	Priority/Due Date
1.	
2.	
3.	

	Activities/Tasks	Start Date	Completion Date	VP Verification
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Your weekly log report is due at the end of the last class period each week. Attach a copy of all of your work (completed documents, correspondence etc.) to this log and submit it to your VP.

For VP Use Only:

Weekly Log Report date submitted: _____

Submitted on time? Yes No

Updated Master Task List: _____ (date)

VP Signature: _____

VP Comments: