To: [Supervisor Email]

From: [Employee Email]

Subject: 5 Min Report – Week Starting [ENTER DATE]

Message:

[Employee Name]

**Tasks for week starting** [mm/dd/yy]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Priority** | **Day of Week** | **Task** | **Notes** | **Current Percentage Complete** | **Est Time  or Percent to Complete** |
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| **Not Completed Last Week / On to do list for some point in future** |
|  |  | None at this time |  |  |  |

**Tasks for week starting** [mm/dd/yy]

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| **Priority** | **Day of Week** | **Task** | **Notes** | **Current Percentage Complete** | **Est Time  or Percent to Complete** |
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| **Not Completed Last Week / On to do list for some point in future** |
|  |  | None at this time |  |  |  |

**What went well last week:**

[Enter text here]

**What I need help with:**

[Enter text here]

**When I need help:**

[Enter text here]