



# Employee weekly activity template

## Name

Enter the employee's name here. Or create a title that includes the project name.

## Date

List the start and completion dates that the report covers.

## Project team

List the names of all employees participating in the project.

## Overview

Provide a summary of the tasks completed and how they contribute to the project.

## Completed tasks

- **Task 1:** Create a brief title to describe the completed task. List team members who helped with completion. Add relevant details like date of completion or complexity.
- **Task 2:** [repeat]
- **Task 3:** [repeat]

## In-progress tasks

This section could be optional based on whether employees have ongoing tasks that will carry into the following week.

- **Task 1:** Provide information about what a user has completed, any roadblocks stalling completion, and goals for completing the task. Include the due date of the task if applicable.
- **Task 2:** [repeat]

- **Task 3:** [repeat]

### Challenges

Provide a brief description of any challenges faced during the week. This section can include difficulty completing tasks or potential roadblocks to continuing the project.

### Activities for next week

Note whether the following week will include the start of a new project or a continuation of the listed project.

- **Task:** Provide a brief title to describe the task. Note whether the task is an ongoing task or a new task. Include deadline dates and unique requirements.
- **Task:** [repeat]
- **Task:** [repeat]