

The Week Ahead

Monday, May 23 – Friday, May 27, 2022

Week 21

Quarter 2

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May 23, 2022

Monday

Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

[illegible]

May 23, 2022

Quarter 2 Week 21 Day 143

Monday

6 days left in sprint

+

8

9

10

11

12

13

+

14

15

16

17

18

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May 24, 2022

Tuesday

Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

[illegible]

May 24, 2022

Quarter 2 Week 21 Day 144

Tuesday

5 days left in sprint

+

8

9

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16

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May 25, 2022

Wednesday

Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

[illegible]

May 25, 2022

Quarter 2 Week 21 Day 145

Wednesday

4 days left in sprint

+

8

9

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May 26, 2022

Thursday

Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

[illegible]

May 26, 2022

Quarter 2 Week 21 Day 146

Thursday

3 days left in sprint

+

8

9

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May 27, 2022

Friday

Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

[illegible]

May 27, 2022

Quarter 2 Week 21 Day 147

Friday

2 days left in sprint

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Saturday

May 28

Tasks:

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Sunday

May 29

Tasks:

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Juan

May 24, 2022

Personal/Notes: (Spouse, children, pets, hobbies, friends, history, etc.)

Their Update: (Notes you take from their "10 minutes")

My Update: (Notes you make to prepare for your "10 minutes")

Future/Follow Up: (Where are they headed? Items that you will review at the next 1-on-1)

Questions to Ask:

- Tell me about what you've been working on.
- Tell me about your week – what's it been like?
- Tell me about your family/weekend/activities?
- Where are you on () project?
- Are you on track to meet the deadline?
- What questions do you have about the project?
- What did () say about this?
- Is there anything I need to do, and if so by when?
- How are you going to approach this?
- What do you think you should do?
- So, you're going to do "()" by "()", right?
- What can you/we do differently next time?
- Any ideas/suggestions/improvements?

Kelly

May 25, 2022

Personal/Notes: (Spouse, children, pets, hobbies, friends, history, etc.)

Their Update: (Notes you take from their "10 minutes")

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Alex

May 27, 2022

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Edna

May 27, 2022

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My Update: (Notes you make to prepare for your "10 minutes")

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