**Employee Detailed Daily Work Report**

Date: 04/03/2025

Employee Name: Nduonofit  DavidFortune Marshall

Department: IT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Task Description** | **Time Spent (hrs)** | **Priority** | **Results/Deliv** |
| 9:00 AM - 10:00 AM | Deciding which part of the team I would like to be part of and study under | 1hr | High | Still on it |
| 10:00 AM - 11:00 AM | Deciding which part of the team I would like to be part of and study under | 1hr | High | Still on it |
| 11:00 AM - 12:00 PM | Deciding which part of the team I would like to be part of and study under | 1hr | High | Still on it |
| 12:00 PM - 1:00 PM | Lunch Break | N/A | N/A | N/A |
| 1:00 PM - 2:00 PM | Deciding which part of the team I would like to be part of and study under | 1hr | High | Still on it |
| 2:00 PM - 3:00 PM | Deciding which part of the team I would like to be part of and study under | 1hr | High | Still on it |
| 3:00 PM - 4:00 PM | Deciding which part of the team I would like to be part of and study under | 1hr | High | Still on it |
| 4:00 PM - 5:00 PM | Deciding which part of the team I would like to be part of and study under | 1hr | High | Still on it |

Supervisor: \_\_\_\_\_\_\_Mr. Mathias\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In-depth Feedback and Reflection:**

1. What was accomplished today towards team and company goals?

Answer: I was able to decide what part of the team I would like to be part of.

1. Key challenges faced during the day and solutions implemented:

   Answer: Adapting to new technologies, but with proper concentration and review I was able to carry it out.

1. What specific results were delivered and how do they align with business revenue objectives?
2. Suggestions for improving efficiency and profitability in future tasks:

Answer: A detailed tutorial should be provided for new intakes to make the onboarding process easier

**Key Performance Indicators (KPIs) and Business Impact:**

1. How did the task contribute to business revenue or growth?

   The task contributed to business revenue and growth by improving user experience

1. Estimated business impact (revenue, cost savings, process improvement, etc.):

   higher revenue

1. Additional tasks that can improve company revenue or operations:

   Creating engaging, SEO-friendly content can drive traffic and attract potential customers.

**Employee Signature: Nduonofit**

**Supervisor's Feedback:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**