

# The Week Ahead

Monday, December 19 – Friday, December 23, 2022

Week 51

Quarter 4

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December 19, 2022

Monday

Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

☐ Update standup notes

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☐ Italian

☐ Walk dog

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December 19, 2022

Quarter 4 Week 51 Day 353

Monday

9 days left in sprint

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December 20, 2022

Tuesday

Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

☐ Update standup notes

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☐ Italian

☐ Walk dog

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December 20, 2022

Quarter 4 Week 51 Day 354

Tuesday

8 days left in sprint

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December 21, 2022

Wednesday

Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

☐ Update standup notes

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☐ Walk dog

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December 21, 2022

Quarter 4 Week 51 Day 355

Wednesday

7 days left in sprint

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December 22, 2022

Thursday

Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

☐ Update standup notes

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☐ Italian

☐ Walk dog

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December 22, 2022

Quarter 4 Week 51 Day 356

Thursday

6 days left in sprint

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December 23, 2022

Friday

Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

☐ Update standup notes

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☐ Italian

☐ Walk dog

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December 23, 2022

Quarter 4 Week 51 Day 357

Friday

5 days left in sprint

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# Saturday

December 24

## Tasks:

☐ Plan next week

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# Sunday

December 25

## Tasks:

☐ Plan meals

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# Juan

December 20, 2022

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

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**Their Update:** (Notes you take from their “10 minutes”)

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**My Update:** (Notes you make to prepare for your “10 minutes”)

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

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## 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

December 21, 2022

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

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**Their Update:** (Notes you take from their “10 minutes”)

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**My Update:** (Notes you make to prepare for your “10 minutes”)

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

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## Questions to Ask:

- Tell me about what you’ve been working on.
- Tell me about your week – what’s it been like?
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- 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?





# Alex

December 23, 2022

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

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**Their Update:** (Notes you take from their “10 minutes”)

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**My Update:** (Notes you make to prepare for your “10 minutes”)

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

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## 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?



# Edna

December 23, 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?

