|  |  |
| --- | --- |
| **Your Team Name Goes Here** | **Status Report/Time Sheet** |

|  |  |
| --- | --- |
| Employee Name: | Title: |
| Department: | Supervisor: |
| Reporting Period Start Date: | Reporting Period End Date: |

|  |
| --- |
| **Personal Accomplishments[[1]](#footnote-1)** |
|  |
| **Current Action Items** |
|  |
| **Personal List of Late Tasks and Action Items:** |
|  |
| **Personal Problems and Questions:** |
|  |
| **Team Problems** |
|  |

|  |  |
| --- | --- |
| **Your Team Name Goes Here** | **Status Report/Time Sheet** |

|  |  |
| --- | --- |
| Employee Name: | Title: |
| Department: | Supervisor: |
| Reporting Period Start Date: | Reporting Period End Date: |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Mon | Tue | Wed | Thurs | Fri | Sat | Sun | Total |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

Smallest unit of time is 0.25 hours (15 minutes).

Record time in hours and quarters of hours

1. http://users.csc.calpoly.edu/~jdalbey/205/Mgmt/BadStatus.html [↑](#footnote-ref-1)