



## 5-15 Report Template

- For more information about 5-15 Reports, visit [www.mindtools.com/515reports](http://www.mindtools.com/515reports).

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| <b>Name</b>  |
|  |
| <b>Date</b>  |
|  |
| <b>Achievements</b>  |
| <i>List your accomplishments during the week, including activities you've completed and objectives you've met.</i> |
|  |
| <b>Plans</b>   |
| <i>State your specific, targeted plans for next week. Include due dates.</i>                                       |
|  |
| <b>Potential Challenges</b>  |
| <i>Describe any potential obstacles.</i>   |
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| <b>Opportunities</b>   |
| <i>Record any lessons you've learned and note areas where you can improve.</i>                                     |
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