# Weekly Status Report

## 1. PTO

Any planned time off this week? (Yes/No)

If yes, please provide details and confirm that a calendar invitation has been sent.

## 2. Active Projects

Project Name:

* Status/Notes:
* Current Roadblocks (if any):

Estimated Completion Date:

## 3. Next in Pipeline

Please list the upcoming tasks or projects that will be picked up next.

## 4. Non-Project Tasks

List any non-project related work that is currently being undertaken.

## 5. Additional Notes/Comments

Provide any additional notes or comments relevant for the manager.