**WEEKLY STATUS REPORT**

Date: Name:

|  | **This Week’s Learnings**  (Any notable achievements; What you learned (i.e. new skills, software, content, etc.)) | | | |
| --- | --- | --- | --- | --- |
| 1. |  | | | |
| 2. |  | | | |
| 3. |  | | | |
| **Recap of the Week**  (What were your assignments/duties; Have the tasks been accomplished, or are they still open? (WIP= work in progress); Are there any concerns/issues regarding the task, that need attention?) | | | | |
| Task | | Due Date | Status  (Not Started /WIP/Closed) | Comments |
| 1. | |  |  |  |
| 2. | |  |  |  |
| 3 | |  |  |  |
| 4. | |  |  |  |
| **Next Week**  (Open items that are left over from current week; Newly assigned tasks/work; Are there any concerns/issues regarding the task that need attention) | | | | |
| Task | | Due Date | Status | Comments |
| 1. | |  |  |  |
| 2. | |  |  |  |
| 3. | |  |  |  |
| 4. | |  |  |  |
|  |  |  |  |  |

\*\*ADD ADDITIONAL ROWS AS NEEDED\*\*

**Prepared Questions:**

**Highlights/Wins**

| **CHALLENGES/CONCERNS**  **Any current challenges or potential challenges that will occur in the future** | **ACTION STEPS**  **What resources are need? What is the current status of the individual’s goals and objectives? Are they on track?** |
| --- | --- |
|  |  |
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**1.** **Do you need a check in with your PM? Yes or No**

**2.** **Do you need a check in with Student Services? Yes or No**

**3.** **Please list your grades in your trainings both percentage and letter grade:**

**a.** **CDIR:**

**b.** **Business Communications:**

**c.** **Tech #1 (Replace with correct course name):**

**d.** **Tech #2 (Replace with correct course name):**

**4.** **Do you need to meet with your instructor(s)? Yes or No**

**a.** **If Yes, with who and when do you plan to meet with them:**

* **5.** **What are 1-2 goals you have for the next couple of weeks that you want to achieve?**

**6.** **What have you done for self- care this week?**