

Weekly Report Sheet

Summarise a week honestly on one page, with two or three numbers you have chosen to track sitting next to the narrative.

A week summarised: what moved, what did not, the numbers you track, and what next week needs.

YOUR OWN NUMBERS, WRITTEN ON FRIDAY

Write it on Friday, not on Monday about last week. The numbers section is blank because the two or three figures worth tracking are different in every job.

Area, team or project

Week ending

Prepared by

THE NUMBERS YOU TRACK

What you are counting	This week	Last week	Target, if you have one	Comment

DONE THIS WEEK

NOT DONE, AND WHY

NEXT WEEK