

The Weekly 10 Minute Report

Instructions: Your input is important! This weekly report may be typed or handwritten. Be specific and clear in your comments. It is called the 10 minute report because it only takes about 10 minutes to prepare, and another 10 minutes to read and write the response. Submit the report to your department manager every Friday before 5:00 p.m. Use an additional sheet of paper if your suggestions require more space. Thank you for your comments and suggestions. We will be more successful as we implement new and better ways of doing things.

Submitted by _____ Date _____

What I accomplished this week _____

An open assessment of my morale and the morale of my department _____

Suggestions (make at least one) for improvement: (May be for company, department, employee or customer relations, organizational matters, products or services offered, etc.)

Response to report _____

Response Signed by _____ Date _____