TOOL 4

Weekly Progress Tracker

PURPOSE: *Track progress on this week's priorities inside the weekly one-on-one without micromanaging.*

Employee: *Enter name*	**Manager:** *Enter name*	**Week of:** *MM/DD/YYYY*

GOALS AND PRIORITIES FOR THIS WEEK

Priority 1	
Priority 2	
Priority 3	

PROGRESS UPDATE: STATUS

	On Track	At Risk	Blocked
Priority 1	☐	☐	☐
Priority 2	☐	☐	☐
Priority 3	☐	☐	☐

PROGRESS UPDATE: DETAIL

Priority 1: update	
Priority 1: support needed	
Priority 2: update	
Priority 2: support needed	
Priority 3: update	
Priority 3: support needed	

WINS THIS WEEK

Name them. Wins that go unmentioned go unremembered at review time.

WINS THIS WEEK — NOTES

BLOCKERS AND CHALLENGES

What is in the way, and what can you remove?

BLOCKERS AND CHALLENGES — NOTES

LEARNING AND INSIGHTS

LEARNING AND INSIGHTS — NOTES

PRIORITIES FOR NEXT WEEK

Three at most. More than three is a list, not a set of priorities.

PRIORITIES FOR NEXT WEEK — NOTES

> **Watch-Out:** This is a conversation tool, not a report. Focus on understanding and support, not interrogation.