

WEEKLY WORK PROGRESS REPORT

Name: _____ Date: _____

My role: __supervisor __timekeeper __work reporter __ _____

Tasks I accomplished this week:

Skills I improved this week:

Knowledge I gained that I can use in a career:

How responsible I was for my own learning: __not at all __some __a lot

What I can add to my resume or application for a job based on what I have accomplished this week: