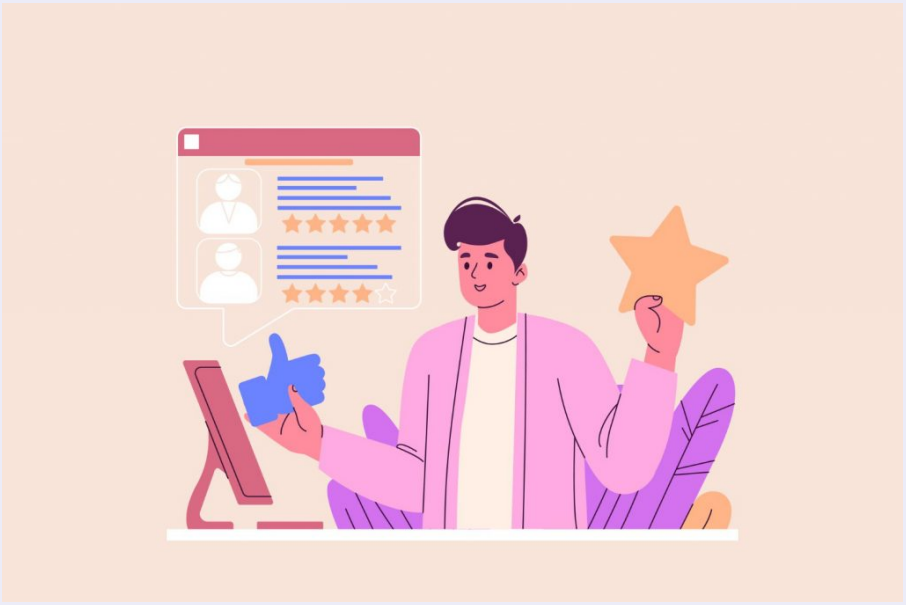
Template: Employee Weekly Review

Track employee tasks and weekly progress



Weekly reviews help align employees and entrepreneurs who **dreamBIG** on priorities, performance, and progress. They provide a structured approach to track work, address challenges early, and stay focused on outcomes.

This template enables a quick, effective check-ins by covering key areas such as work completed, outcomes, challenges, learnings, and next priorities—encouraging accountability, continuous improvement, and clear communication.

Guidelines for Filling the Weekly Review

- Keep responses brief and specific (avoid long descriptions)
- Focus on outcomes and impact, not just activities
- Be honest and accurate while reporting progress
- Highlight key achievements and measurable results
- Clearly mention any challenges or support required
- Prioritise tasks for the coming week with clear deadlines
- Use this as a tool for reflection and improvement, not just reporting

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Weekly Review Form

Employee Name		Department/Role	
Review Week		Reporting Manager	

Work Completed This Week:

Key tasks completed	
Projects/activities worked on	
Deliverables submitted	

Key Achievements/Outcomes

Planned vs actual work completed	
Major achievements	
Quality output (as per expectations)	

Challenges / Blockers

Challenges faced	
Dependancies or delays	
Support required (if any)	

Learning & Improvements

New skills or learnings this week	
Process improvements identified	
What could have been done better	

Next Week Priorities

Task/Prioroity	Deadline

Weekly Status & Feedback

Overall status (on track/needs attention/off track)	
Manager feedback/guidance	

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