



## 5-15 Report Template

• For more information about 5-15 Reports, visit <u>www.mindtools.com/515reports</u>.

Name
Date
Achievements
List your accomplishments during the week, including activities you've completed and objectives you've met.
Plans
State your specific, targeted plans for next week. Include due dates.
Potential Challenges
Describe any potential obstacles.
Opportunities
Record any lessons you've learned and note areas where you can improve.