

CM Weekly Staff Report

Name: _____

Date: _____

1. Key Strategy I'm working on this week. (Pick your spots, identify some specific areas you're really going to concentrate your energy on.)

A. Key Strategy:

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B. Specific development-plan for the week:

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2. Leadership Development: I plan to meet with the following persons this week.

3. Leadership Development: I met with these persons last week.

4. I need a decision from you regarding:

5. I'm having a problem with:

6. Issues I would like to discuss at Staff meeting:

7. I invested time in the following lay leaders this past week:

8. My progress on last week's key strategy effort:

9. What did you do for continuing education this past week?

10. Things you should know:

11. I sent a "N" = note or made a "C" = call of appreciation to the following people this week.

(Goal-at least one a day)

Person:

Reason:

12. Team(s) up-date

Additions (Name)	Subtractions (Name)	Missed 2 consecutive meetings (Name)	Total Team members