

NEWSLETTERS, WEBPAGES, AND BLOGS

Are you assigned to submit a newsletter this month?	Yes	No
Are you assigned a webpage to update or blog to post this month?	Yes	No
If yes, have you completed these items this month?	Yes	No

IS THERE ANYTHING THE DIRECTOR OR YOUR PM CAN DO TO HELP YOU SUCCEED IN YOUR JOB? ANYTHING YOU WANT TO DISCUSS? ANYTHING YOU WANT TO ADD TO THE NEXT STAFF MEETING'S AGENDA? ANYTHING YOU HAVE QUESTIONS ABOUT?

SUM UP THIS WORKWEEK IN ONE WORD ONLY

NEXT WEEK AT-A-GLANCE (be as detailed as possible - look at your planners and to-do)

<i>EXAMPLE</i> <i>MONDAY 23</i>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JCHS- student mtgs, getting ACT Intent Forms completed, webinar at 11AM. <u>or</u> REOC- 2 clients scheduled, staff mtg. at 10AM, organizing office, finishing APR items.					

YOUR FOCUS/PRIORITIES FOR NEXT WEEK AND PM NOTES AFTER REVIEWING

NEXT WEEK'S ONLINE STAFF MEETING INFORMATION (DATE, TIME, LINK)

UPLOAD SIGN-IN SHEETS

Adviser Signature

PM Signature