
Name & Department

Mark Forster
Sales Department (New York)
mark.forster@apple.com

Status Update [Name]

Week: 5th September 20XX - 12th September 20XX

FINISHED TASKS

- Example X
- Example Y
- Example Z

CURRENT STATUS & GOALS

- Task 1:** Example 1
Projected finish of the task:
- Task 2:** Example 2
Projected finish of the task:

CHALLENGES & BLOCKERS

- Example 1

WHAT I NEED (FROM MY MANAGER OR TEAM)

- Example 1
 - Idea 1
-