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## Name & Department

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# Weekly Check-In [Name]

Week: 5<sup>th</sup> September 20XX - 12<sup>th</sup> September 20XX

## WELCOME

- How are you today, how was your week so far?
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## TOPICS DIRECT REPORT (Name)

- ...

## MANAGER'S TOPICS: REVIEW

- What went well last week?
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- What Challenges did you face?
  -

## MANAGER'S TOPICS: PRIORITIES & GOALS

- Key Priorities for the upcoming week(s)?
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- Where do you need my support?
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## CLOSING

- Anything else you would like to discuss?
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