

My Company

Weekly Status Report

Weekly Status Report

DATE: <Week of>
TO: <Your Name>
CC: <Another person name you may be working with. >
FROM: <Your VA's Name>
Other: <Enter miscellaneous notes here>
Project: <Your project or weekly task list>

Tasks Completed:

- 02-28-11 - Monday
 - ❖ Task 1 description.
 - Hours: ## of hours to perform task
 - ❖ Task 2 description.
 - Hours: ## of hours to perform task
 - ❖ Task 3 description.
 - Hours: ## of hours to perform task
- 03-01-11 - Tuesday
 - ❖ Task 1 description.
 - Hours: ## of hours to perform task
 - ❖ Task 2 description.
 - Hours: ## of hours to perform task
 - ❖ Task 3 description.
 - Hours: ## of hours to perform task
- 03-02-11 - Wednesday
 - ❖ Task 1 description.
 - Hours: ## of hours to perform task
 - ❖ Task 2 description.
 - Hours: ## of hours to perform task
 - ❖ Task 3 description.
 - Hours: ## of hours to perform task

My Company

Weekly Status Report

- 03-03-11 - Thursday
 - ❖ Task 1 description.
 - Hours: ## of hours to perform task
 - ❖ Task 2 description.
 - Hours: ## of hours to perform task
 - ❖ Task 3 description.
 - Hours: ## of hours to perform task
- 03-04-11 - Friday
 - ❖ Task 1 description.
 - Hours: ## of hours to perform task
 - ❖ Task 2 description.
 - Hours: ## of hours to perform task
 - ❖ Task 3 description.
 - Hours: ## of hours to perform task

Tasks in progress:

- **<Have the VA put on going tasks such SEO or Link building information here.>**

Tasks Scheduled:

- **<This section contains the projects that they will be working on next.>**

Tasks Outstanding Issues:

- **<The VA should list issues that they are experiencing which would explain why tasks are taking longer than expected>**

My Company

Weekly Status Report

Summary of Hours Worked for Week of <Date>:

Task Description	Date	Hours
Task 1 Description	02/28/11	4
Task 2 Description	02/28/11	2
Task 3 Description	02/28/11	2
Task 4 Description	03/01/11	8
<Continue to fill out each day of the week.>
...
...
...
...
...
...
Total Hours Worked		40