

10-15 REPORT

Take 10 minutes to fill out this form and then take 15 minutes to review it with your coach.

Date: _____

Name: _____

Coach's Name: _____

1) Overall, my morale for the past week (month, quarter) is: _____

(1="Poor," 2="Below Average," 3="Average," 4="Above Average," 5="Outstanding")

The reasons for my morale being at this level are:

a. _____

b. _____

c. _____

2) The most important things I learned this week (month, quarter) were:

a. _____

b. _____

c. _____

3) Here are some recommendations I have to improve the company:

a. _____

b. _____

c. _____

For the next week (month, quarter), the following action items will be taken along with my goals

a. _____

b. _____

c. _____

The date, time, and location of our next meeting will be: _____