

APP REPORT TOOL

Concept: Report to quickly share Accomplishments, Problems, and Plans (APP).

Who: Employee completes and sends to manager

When: Send weekly

Where: Include in the body of an email rather than in a document

Why:

1. Timely status and feedback opportunity
2. Allow for accolades, accomplishments, and self-reflection
3. Consistent use across staff
4. Opportunity to raise concerns

Tips:

- Create a calendar reminder to ensure that it is completed weekly
- Think of the APP as an opportunity to share

1. Accomplishments

Use this section to highlight your progress, accomplishments, and successes for the week.

2. Problems

Use this section to indicate any barriers to performance or any problems you've experienced for the week. Include issues you need help resolving. If you have determined a resolution and are working toward it, indicate that as well.

3. Plans

Use this section to note your plans for the upcoming week. Note any important activities, meetings, deadlines, etc.