

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: *Highlight your progress, accomplishments, and successes for the week.*

2. Problems: *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: *Note your plans for the upcoming week. Include important activities, meetings, deadlines, etc.*