DIRECT REPORT THANK YOU GRID

Name:_____ **Department:**_____

Directions: Write your direct reports' names under the "names" column. Once a week or the time you have designated, check off those who sent you a name/request for thank you. In the second section below, capture and summarize some particular great wins that you will share with your supervisor.

Name of Direct Reports	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8

Home Runs and Other Recognition:

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