📊 End of Week Report

Name: [Your Name]  
Week Ending: [Date]  
Department/Project: [Team/Project Name]

✅ Key Accomplishments

* [Task/Project completed]
* [Milestone reached]
* [Issue resolved]

🚧 Challenges / Blockers

* [Brief description of challenge]
* [Impact on work/project]
* [Action taken or support needed]

🎯 Goals for Next Week

* [Priority task/project for next week]
* [Planned improvement or focus area]
* [Collaboration/meetings to prepare for]

📌 Notes & Highlights

* [Important updates, announcements, or reminders]
* [Recognition/shout-outs]
* [Any learnings worth sharing]