SIMPLE DAILY PROGRESS REPORT

EMPLOYEE NAME	DEPARTMENT	DATES COVERED

COMPLETED ACTIVITIES

DESCRIPTION	DUE DATE	DATE COMPLETED

TASKS FOR TOMORROW

DESCRIPTION	DUE DATE	STATUS
		Overdue
		Complete
		In Progress
		On Hold

ONGOING TASKS

DESCRIPTION	DUE DATE	STATUS
		Overdue
		Complete
		In Progress
		On Hold

APPROVED BY NAME AND TITLE	APPROVED BY SIGNATURE	DATE