

**ABC Animal Clinic**  
**Sample weekly activity report**

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**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Priorities:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Accomplishments:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Issues:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Vacation/time off:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_