

Golden Ticket Review

Week of: _____

| Date Received | Task/Project | | | Due Date/Time | Complete? | Compl Date/Time | Diff |
|---------------|--------------|--------------|-----------------|---------------|-----------|-----------------|------|
| | | | | | Y N | | |
| Follow Up? | Comm Vehicle | Comm length? | Anecdotal info? | Notes | | | |
| Me Boss | | | | | | | |

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Golden Ticket Review - Instructions

Step One: Write the date of the first work day of the week in the Week of: box

Step Two: When initially receiving the project, complete the following three boxes.

1) Enter the date the project given. If due the same day a time received can be entered also

2) Enter a brief title or summary of the project. Name the project in a way that will be identifiable later.

3) Enter the date and time the project is due.

Golden Ticket Review

Week of: January 25

| Date Received | Task/Project | Due Date/Time | Complete? | Compl Date/Time | Diff |
|-----------------------|---|---------------|-----------|-----------------|------|
| 1/26/2016 | Research of available venues for next meeting | 1/28 1pm | Y N | | |
| Follow Up? Me Boss | Comm Vehicle Comm length? Anecdotal info? | Notes | | | |

Step Three: When the due date / time has past, fill in the remaining boxes.

1) Was the project completed?

2) Enter the date / time the project was completed.

Golden Ticket Review

Week of: January 25

| Date Received | Task/Project | Due Date/Time | Complete? | Compl Date/Time | Diff |
|------------------------------|---|----------------------------|------------------------|---|---------|
| 1/26/2016 | Research of available venues for next meeting | 1/28 1pm | Y N | 1/28 12:30 p | -30 min |
| Follow Up? Me Boss | Comm Vehicle Email | Comm length? very short | Anecdotal info? Yes | Notes Shared info at staff meeting at 1 pm | |

Who followed up first?

How was the completion communicated? Email? Verbally? Text? etc.

Short? Lengthly discussion? Bullet points? 30 seconds? or 30 minutes?

Was any additional information communicated about findings or learning or other facts that the boss may need?

2) Calculate the time difference. Completed early? Enter in how many days or hours the project was early. Completed late? how late? 20 min? 2 hrs? 2 days?