

# REMOTE TASK TRACKER

Week Ending: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

DATE/TIME	TASK DESCRIPTION / OBJECTIVE	STATUS	OUTPUT / NOTES
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**DATE/TIME**

**TASK DESCRIPTION / OBJECTIVE**

**STATUS**

**OUTPUT / NOTES**

Employee Signature: \_\_\_\_\_  
Supervisor Review: \_\_\_\_\_