

Why you need weekly status reports

Doing weekly status reports for your boss is a good idea for four reasons:

- 1. Forces you to think about what you accomplished.** You may have spent 40 hours at work this week, but what did you actually accomplish? Writing a status report is a way to capture those accomplishments and remind ourselves of what we should aspire to each week.
- 2. Allows you to toot your horn regularly.** By bringing your accomplishments to the fore, you shape the perception others have of you, rather than leaving it to chance.
- 3. Helps during your performance appraisal.** Tally up your big accomplishments and be ready to itemize them.
- 4. Provides fodder for your résumé.** Someday, when you need a résumé that gets you noticed, you'll be happy you took a weekly look at your work and worth.

—Adapted from “4 reasons to do a status report for your boss—even when you don’t have to,” Scot Herrick, CubeRules.