

TASK PERFORMANCE WORKSHEET

Week: _____

DAILY TASKS	M	T	W	Th	F	S	Su	Weekly Color
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
DAY'S COLOR								
Prev. Control Status: _____								Control Status: _____
WEEKLY TASKS								
1.								
2.								
3.								
4.								
5.								
MONTHLY TASKS								
1.								
2.								
3.								
4.								

GUIDELINES

Day's Color:

1. Day is GREEN if all tasks are performed as specified. ("Exceptions" count as performance.)
2. Day is YELLOW if all but 1 or 2 tasks are done.
3. Day is RED if more than 2 tasks are left undone.

Weekly Task Color:

1. Task is GREEN for the week if performed # of days specified.
2. Task is YELLOW if 1 or 2 days missed.
3. Task is RED (not on track) if missed 3 or more times

Control Status:

1. Can be GREEN, YELLOW, RED or START-UP (SU)

2. Must have 5 GREEN days in a row to be "in control" – GREEN

3. 4 Green days leading up to control are SU-1; SU-2; SU-3; SU-4

4. Once under control, a single yellow days keeps control going (GREEN), but...

5. Back-to-back yellow days mean, "Oops, I'm losing control! (YELLOW)

6. Three yellow days in a row mean, "Help, I'm out of control!" (RED)

7. Once status is red, must return to START-UP mode again.

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