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|   | **WEEKLY ONE TO ONE MEETING** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **Week 46 (November 13, 2023 - November 19, 2023) Attendees: Michael Gordon & Thomas Newport** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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|   |   | **PROGRESSION ON GOALS** |   |   |   |   | **WORKPLACE CHALLANGES** |   |   |   |   | **NEW IDEAS** |   |   |   |   | **QUESTIONS** |   |   |   |
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|   |   | Progress reports are a fantastic tool for managers and leadership to credit and acknowledge an individual's efforts and progress towards company goals. When weekly reviews come around, these progress reports can serve as the backbone for someone's performance record and enable a fair assessment of work ethic.These reports allow a company to optimize a strategy or process based on learnings.  |   |   |   |   | We are currently receiving as many as 110 emails a day. Email overload is bad for communication, often ends up in important information being lost, deleted, forgotten, or ignored.Employees are easily frustrated by an excessive amount of data, we want effective process information so pushing us to limit with constant streaming is counterproductive. |   |   |   |   | Starting an online business in Europe is an exciting endeavour filled with opportunities and challenges. With the right ideas, strategies, and determination, we can build a successful online business that thrives in the digital landscape.We must stay dedicated, continually learn and adapt, and our journey can be both rewarding and profitable. |   |   |   |   | On a scale from 1 to 10, how satisfied we are with the weekly meetings we have in this company? Answer: 8Cash flow status? Answer: We are running late on payments to 18 partners, but it will be settled after payment we are expecting from Money Tree LTD next week. |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   | **15 min** |   |   |   |   |   |   | **10 min** |   |   |   |   |   |   | **10 min** |   |   |   |   |   |   | **5 min** |   |   |   |   |
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