Technical Managers Guide

Weekly Self-Reporting Guide for Developers

📝 What is this?

This is your Weekly Self-Reporting Sheet.
It takes under 5 minutes to fill in each week.

It's designed to:

✓ Keep your work visible (no misunderstandings)

✓ Spot blockers early so you get help if you need it

✓ Help you grow and celebrate wins

✓ Protect you from micromanagement

✓ Keep busy clients updated easily without stress

✓ Build clarity, trust, and autonomy

It's for you and your Lead only - not shared with the whole team.

🛠️ Why do we do it?

- **Transparency = Trust.**
- **Accountability = Freedom.**
- **Visibility = No Surprises.**

When you update this, you're showing ownership of your work.
It stops small issues becoming big issues later.
It also shows when you're doing amazing work that might otherwise go unnoticed. And if you've had a bad week - that's normal.
We just want to know, not guess.

This system is based on the same scaling and accountability frameworks used by companies like SpaceX, Airbnb, Patagonia, and many fast-growing tech companies around the world. (Inspired by principles from EOS - the Entrepreneurial Operating System.) 🚀

✍️ How to fill it out each week

- Add your Key Tasks Delivered ✅
- Note any Bugs Created 🐞
- List Pull Requests Merged 🔀
- Log Peer Reviews you did 🤝
- Confirm if you Checked-In with Client/Team ✅
- Mention anything you Learned 📚
- Share the Business Impact your work had 📈
- Tell us if you had Blockers 🚧
- Ask for Feedback if needed 🙋‍♂️

Click here to access Google Sheets template →

📚 Quick Tips: How to Remember Your Week

- **Pull Requests Merged:** Check your GitHub or GitLab dashboard - it shows what PRs you merged this week.
- **Tasks Completed:** Look at your Jira or project board - what tickets did you move to 'Done' this week?
- **Peer Reviews Given:** See which PRs you reviewed, approved, or commented on.
- **Learning:** Think about any new tool, method, or fix you figured out this week.
- **Blockers:** Note anything that slowed you down or needed extra help.

You don't need to overthink it - just check your tools quickly at the end of the week. Easy.

🔵 Overall Week Reflection

Pick one that best describes your week overall:

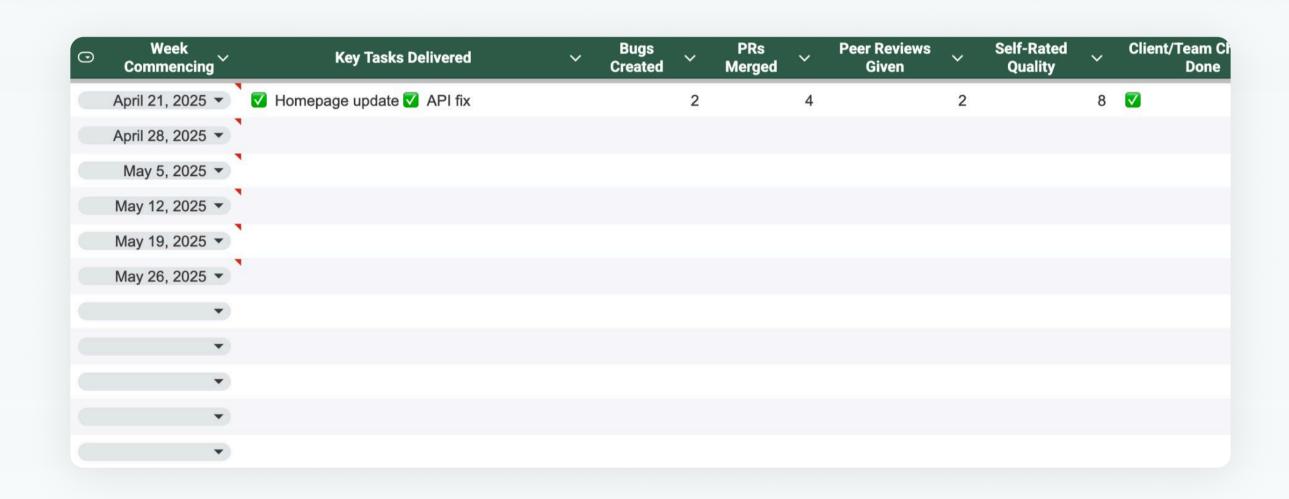| Task type	Recommended AI
🟢 Good week, made strong progress	Things went well overall, happy with momentum
🟡 Mixed week, some wins, some struggles	Progress made, but some challenges or blockers
🔴 Tough week, need help or had blockers	Struggled with workload, blockers, or external issues

This helps your lead understand how your week felt - without judgment. We all have ups and downs.

🌱 Personal Growth or Wins (Optional)

- **Share anything you learned, improved, or achieved this week — work-related or personal.**

- **Example: "Completed an AI course," "Improved sprint planning," "Started new workout routine."**

This is optional but helps highlight your growth over time.

Week Commencing	Key Tasks Delivered	Bugs Created	PRs Merged	Peer Reviews Given	Self-Rated Quality	Client/Team Ch Done
April 21, 2025	✅ Homepage update ✅ API fix	2	4	2	8	✅
April 28, 2025						
May 5, 2025						
May 12, 2025						
May 19, 2025						
May 26, 2025						

🔥 Final Notes

- This is your tool to own your week.

- It stops micromanagement because clients and leads can see clear updates without bugging you.

- It creates a safe space to ask for help without fear.

- It shows your growth, learning, and business impact over time.

- We're always open to your ideas to make it even better.

Thank you for taking ownership of your work and your journey. We're building something great together. 🚀