MEMORANDUM

TO: [Employee Name]
FROM: [Supervisor Name]
DATE: [Current Date]
SUBJECT: Formal Coaching: Time Management and Productivity

Dear [Employee Name],

This memorandum serves as a formal coaching record regarding concerns related to your time management and the timely completion of assigned tasks. We have observed the following areas requiring immediate improvement:

- [Specific Incident: e.g., Failure to meet the deadline for Project X on Date]
- [Specific Incident: e.g., Delays in responding to urgent client emails]
- [Specific Incident: e.g., Inability to prioritize daily workload effectively]

The purpose of this coaching is to provide guidance and support to help you align your performance with company expectations. To assist in your improvement, we have outlined the following expectations:

- Utilize [Tools/Software] to track daily tasks and deadlines.
- Provide a status update to your supervisor every [Frequency, e.g., Friday afternoon].
- Prioritize high-impact tasks as discussed during our meeting on [Date].

I am committed to helping you succeed in this role. We will meet again on [Follow-up Date] to review your progress and determine if further support or action is necessary. Please be advised that continued failure to meet time management standards may lead to formal disciplinary action.

Please sign below to acknowledge that we have discussed this memorandum and that you understand the expectations set forth.

_____
Employee Signature

_____
Supervisor Signature

_____
Date