**WEEKLY BUSINESS PERFORMANCE REVIEW SHEET**

This template is designed to help Nigerian SMEs conduct a consistent and structured weekly review of business performance, covering key operational, financial, and customer service metrics.

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| **Week** | **Key Metrics** | **Target** | **Actual** | **Variance** | **Remarks/Action Steps** |
| Week 1 |  |  |  |  |  |
| Week 2 |  |  |  |  |  |
| Week 3 |  |  |  |  |  |
| Week 4 |  |  |  |  |  |
| Week 5 |  |  |  |  |  |
| Week 6 |  |  |  |  |  |
| Week 7 |  |  |  |  |  |
| Week 8 |  |  |  |  |  |
| Week 9 |  |  |  |  |  |
| Week 10 |  |  |  |  |  |
| Week 11 |  |  |  |  |  |
| Week 12 |  |  |  |  |  |

**Instructions:**

- Use this sheet every week to evaluate your business performance.

- Fill in key metrics relevant to your business: Sales, Expenses, New Clients, etc.

- Compare target vs actual, analyze variance, and take action accordingly.