

Daily Command Board (12-Line Limit) — v1

Use this instead of long narrative reports. If it is not on this board, it is not today's priority.

Date: _____

Site: _____

Prepared by: _____

Top Daily Objective: _____

#	Task	Owner	Due	Dep	R/Y/G	Blocker	Age If Blocked (Next Action)	Esc Owner
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Closeout (required at end of day)

- Completed lines: _____ / 12
- Slipped lines (line #): _____ Why: _____
- Any blocker >24h? YES / NO Any blocker >48h? YES / NO
- Tomorrow's Top 3 lines (numbers): _____ , _____ , _____