

Site Manager Daily Card (Simple)

Use this every day. Keep it short. Max 5 critical tasks.

Date: _____

Site/Lot: _____

Manager: _____

Status (R/Y/G): _____

Top 5 Critical Tasks for Today

1. Task: _____ Due: _____ Owner: _____ Done (Y/N): _____

2. Task: _____ Due: _____ Owner: _____ Done (Y/N): _____

3. Task: _____ Due: _____ Owner: _____ Done (Y/N): _____

4. Task: _____ Due: _____ Owner: _____ Done (Y/N): _____

5. Task: _____ Due: _____ Owner: _____ Done (Y/N): _____

Material / Inspection Blockers

1. Blocker: _____ Escalated to: _____ ETA clear: _____

2. Blocker: _____ Escalated to: _____ ETA clear: _____

3. Blocker: _____ Escalated to: _____ ETA clear: _____

End-of-Day Closeout (required)

• Planned vs Completed today: _____ / _____

• What slipped and why: _____

• One must-do action before 10:00 AM tomorrow: _____

• Support needed from supervisor/executive: _____