

Supervisor Seven-Line Template (Daily)

One bucket update in 7 lines. No extra narrative.

Bucket: _____ **Owner:** _____ **Date:** _____

1) Planned today: _____

2) Completed today: _____

3) Schedule % (today): _____

4) Top blocker: _____

5) Blocker owner + ETA to clear: _____

6) Next 48h commitment: _____

7) Support needed from leadership: _____

Status Circle (pick one): GREEN / YELLOW / RED

Rule: If RED, include recovery action and escalation target before submission.