

# Daily Report Form

Report a day in four short sections, including the one that shows the recurring problem: what held you up.

One day reported: what was done, what stopped, what is needed, and what tomorrow looks like.

**FOUR SECTIONS, FILLED IN DAILY**  
Four short sections beat a paragraph. The one that earns its place is 'what held us up' — repeated across a fortnight of these, it shows the problem nobody had noticed.

Job, site or department

Date

Reported by

Hours worked

DONE TODAY

| What | Where | By whom | Complete |
|------|-------|---------|----------|
|      |       |         |          |
|      |       |         |          |
|      |       |         |          |
|      |       |         |          |

WHAT HELD US UP

NEEDED — MATERIALS, PEOPLE, DECISIONS

| What is needed | From whom | By when |
|----------------|-----------|---------|
|                |           |         |
|                |           |         |

Plan for tomorrow

Signed