



Daily Tasks List & Planner		
Location: _____	Shift: _____	AM / Mid / PM
Date: ____ / ____ / ____	MOD: _____	

Unfinished Tasks

Task : _____ ***Assigned To :*** _____ ***Initial Done :*** _____

Today's Tasks

Task : _____ ***Assigned To :*** _____ ***Initial Done :*** _____

Notes for The Next Shift
