### **Daily Run Sheet**

#### **Task Name:**

Daily Operational Tasks

#### **Date:**

*(e.g., January 13, 2025)*

#### **Prepared By:**

*(e.g., [Team/Individual])*

### **Run Sheet Details**

| **Time** | **Duration** | **Task/Activity** | **Responsibility** | **Notes** |
| --- | --- | --- | --- | --- |
| 08:00 AM | 30 min | Team briefing | Manager/Team Lead | Discuss daily goals and updates. |
| 08:30 AM | 2 hrs | Task completion | Assigned Team Members | Focus on high-priority tasks. |
| 10:30 AM | 15 min | Break | All Staff | Scheduled coffee break. |
| 10:45 AM | 2 hrs | Continue tasks | Assigned Team Members | Monitor progress. |
| 12:45 PM | 1 hr | Lunch break | All Staff | Staggered break if needed. |
| 01:45 PM | 3 hrs | Afternoon tasks | Assigned Team Members | Complete pending work. |
| 04:45 PM | 15 min | Closing review | Manager | Check progress and assign follow-ups. |

### **Key Notes**

* **Deadlines**: Highlight critical due dates.
* **Follow-Up Tasks**: Assign any pending responsibilities.