Daily update

Name _____ Date _____ My time zone _____

Done today

1.
2.
3.
4.
5.

Doing next

1.
2.
3.
4.
5.

Blocked, and who can unblock it

1.
2.
3.

Hand-off

I log off at _____ my time = _____ their time

Picked up by _____

Links / files _____

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