Shift hand-off note

Name _____ Date _____ My time zone _____

From _____ To _____ Hand-off at _____ (mine) /

_____ (theirs)

Task	Status	Next step	Owner	Due

Open questions

1. _____
2. _____
3. _____

Watch out for

1. _____
2. _____
3. _____

Where things are

1. _____
2. _____
3. _____