



## Daily Report for Employees Template

Date		Company logo
Employee name		
Employee ID		
Department		
Job position		
		Report No.

Project/Task	Description	Priority	Due date	Time assigned	Time on task	Time log from-to	Project/Task status
		Low ▾	Apr 17, ...				Not Started ▾
		Low ▾	Apr 17, ...				Not Started ▾
		Low ▾	Apr 17, ...				Not Started ▾
		Low ▾	Apr 17, ...				Not Started ▾

Challenges	Task dependencies
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Risks	Blockers

Next steps:

- 1.
- 2.
- 3.

Notes:

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Reviewed by: \_\_\_\_\_

Signature: \_\_\_\_\_