



Daily Work Report Template

Company name		Department/Team	
Company address		Supervisor/ Manager	
Date		Signature	
Report No.			

Employee name	Task	Due date	Priority	Start time	End time	Time used	Estimated duration	Status	Blockers/Risks /Next steps
		Apr 16,...	Low ▾					Not ... ▾	
		Apr 16,...	Low ▾					Not ... ▾	
		Apr 16,...	Low ▾					Not ... ▾	
		Apr 16,...	Low ▾					Not ... ▾	
		Apr 16,...	Low ▾					Not ... ▾	



Total employees	
Total working time	

Additional notes

Manage projects with [Plaky.com](https://plaky.com)