



## Daily Activity Report Template

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

No.	Daily activities	Description	Assigned to	Start time	End time	Outcome/ Deliverable	Blockers	Follow up/Notes
1.								
2.								
3.								
4.								
5.								

No.	Upcoming activities	Start date/time	Resources needed
1.			



2.			
3.			
4.			
5.			

Comments/Issues:

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