

7-Day Task Log

Task (one sentence, clear finish): _____ Week of: _____ Log every run. Keep *hands-on* separate from *waiting*.

DATE / TIME	TRIGGER	INPUTS	HANDS-ON MIN	WAITING MIN + WHAT	EXCEPTION	FINISH
Mon 9:40a	Missed call → voicemail	Voicemail + job board	12	35 — tech ETA	Called twice	Text-back sent w/ window

Day-7 read: which step repeats? which creates delay? which needs judgment?

Smallest useful change is: _____
