

GRAVITY DAILY MANAGER LOG

Simple shift-to-shift knowledge continuity

Purpose: Keep every manager informed from shift to shift without turning normal communication into paperwork.

Simple rule: Read the previous entry when starting your shift. Add one short, useful entry before leaving.

No manager should start a shift without knowing what the last manager knew.

Date	Manager	Shift	Time	Manager Initials	Next Manager Initials

What happened this shift?

What does the next manager need to know?

Anything still needing attention?

Who is handling it? _____

Anything good worth mentioning?

Next Manager Review

I read the previous manager's notes before starting my shift.

Manager: _____ Initials: _____ Time Reviewed: _____

Gravity Manager Log Standard

Keep it useful. Keep it honest. Keep the next manager informed. If something happened that could affect the next shift, write it down.