SCHEDULE TRUTH CHECK

Run a ten-minute check on tomorrow's committed work.

Company: _____ **Review date:** _____ **One owner. One next action. One check date.**

Job	Type	Ready / risk / blocked	Release-ready	Capacity	Priority	Protected?	Blocker / owner	Root cause	Hours lost
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Use this tool for one normal week. Fix the largest repeated cause before adding complexity.