

The morning count

Three days. Write the row when the thing arrives, not at the end of the day. Roles and six words, never names. You are not timing anything.

1 · WHAT ARRIVED	2 · FROM WHAT ROLE	3 · ARRIVED BEFORE	4 · NEEDED ME
Six words at most. No detail.	Line manager. New hire. Finance.	Yes or no. The column that matters.	Did it need your read, not just your hands.

WHAT ARRIVED	FROM	BEFORE	NEEDED ME
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DAY ONE

DAY TWO

DAY THREE

TOTAL ROWS	ARRIVED BEFORE	NEEDED ME
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Three days, not a week. A week is aspirational and you will stop on day two.