Daily Job Board

Every open job in one place: who it is for, when it is due, where it is now, what comes next.

Date: _____ **Updated:** ☐ after lunch ☐ before closing

Status: W = waiting R = running D = done ! = problem / on hold

#	Job / part	Customer	Qty	Due date	Machine	Now at	Next step	Status	Notes
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

How to use the Daily Job Board

Ten minutes a day. The aim: anyone in the shop can see what runs next without asking you.

1 Put every open job on the board

One line per job: part, customer, quantity, due date. If a job is not on the board, it is not in the plan. Sab jobs ek jagah, likh ke.

2 Each evening, set tomorrow's order

For each machine, write which job runs first, second, third. Operators start in the morning without waiting for you.

3 Update it twice a day

After lunch and before closing, change "Now at", "Next step" and "Status". Tick the box at the top so everyone knows it is current.

4 Answer customers from the board

When a customer calls for status, look at the board instead of walking the floor or phoning the operator.

5 Mark problems with "!"

Material not in, drawing missing, machine down: put "!" in Status and a word in Notes, so it gets solved the same day.

On a whiteboard

Job	Cust.	Due	Now at	Next	St.
Flange 200	*Sharma*	*14/10*	*VMC 1*	*Deburr*	*R*
Shaft 50	*Gupta*	*16/10*	*Turning*	*VMC 2*	*W*
Bracket 500	*Arora*	*18/10*	*Plating*	*Packing*	*!*

Draw the columns with a permanent marker or tape. Write the jobs with a normal whiteboard marker, so they can be wiped as they move.