

THE 60-SECOND JOBSITE UPDATE

Talk through the job. Review the draft. Save when ready.

Use this before leaving the site so the details do not disappear between the job and the office.

SAY THESE 7 THINGS

1

JOB + AREA

Name the job and exact work area.

2

WHO IS HERE

Crew, trade partners, customer, inspector.

3

WORK COMPLETED

Say what was actually finished today.

4

CHANGE OR BLOCKER

What changed, failed, arrived late, or stopped work?

5

COST OR SCHEDULE EFFECT

State the known impact - or say it is not known yet.

6

APPROVAL + EVIDENCE

Who approved it? Mention photos, receipts, or signatures.

7

NEXT ACTION + OWNER

Say what happens next, who owns it, and when.

FICTIONAL EXAMPLE

"Oak Street remodel, upstairs bath. Jake and Luis onsite. Shower valve set and pressure-tested. The supplier sent the wrong trim kit, so finish work moves to Thursday. No added labor approved yet. Photos attached. Luis will pick up the correct kit at 7 a.m."

THE RULE: SPEAK > REVIEW > CORRECT > SAVE

Speech creates the draft. A person decides what becomes part of the job record.

TRY IT ON YOUR NEXT JOB

Open the recorder on your phone and speak the seven items. It works today - no new software required.

CONNECT VOICE NOTES TO JOBS, COSTS, PHOTOS, AND CUSTOMER PROGRESS
getardaro.com/features/voice-field-notes