**D’Harris Tours**

**Employee Daily Task Tracker**

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date all Task need to be completed by:

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| **Tasks of the day. Please include a detailed description.** | **Task Start Date/End Date** | **Completed Y or N?** |
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**Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee signature needed to demonstrate and kee**