EXAMPLE · FICTIONAL DATA · NOT A REAL REPORT

Slow Day Rescue Run Report

> What Slow Day Rescue did on this run: what it found, filed or sent, what was approved or denied, what is pending and what needs you, with next steps and totals to date.

RUN REPORT FOR

Juniper & Pine Hair Studio (fictional)

Weekly plan · 2026-11-23

SLOW DAYS FOUND THIS RUN

3

5 to date.

NEEDS YOU

1

Waiting for your yes or a detail.

0 PENDING

Slow days found	3 this run	5 to date
Drafts made	3 this run	3 to date
Approved by you	1 this run	1 to date
Failed a check	1 this run	1 to date
Pending	0 this run	0 to date
Needs you	1 this run	1 to date

RUN	RUNS TO DATE	OPEN ITEMS	MADE WITH
2026-11-23	2	1	Slow Day Rescue

01 · THIS RUN

Weekly plan: 2026-11-23

Everything this run touched. Status is a word plus a shape; amounts not yet received are labeled ESTIMATE.

SLOW DAYS FOUND
3
this run

DRAFTS MADE
3
this run

APPROVED BY YOU
1
this run

FAILED A CHECK
1
this run

PENDING
0
this run

NEEDS YOU
1
this run

THIS RUN

Items on this run (5)

ITEM	STATUS	NEXT STEP
Tuesday 24 Nov: Google post + sign Drafts passed the honesty checks; you posted them	APPROVED	
Wednesday 25 Nov: list message (opted-in only) Draft ready	DRAFTED	Approve and send
Thursday 26 Nov: 20% off idea Failed honesty check: not allowed by your price rules	HELD	Use the free-extra play instead
Results for last Tuesday Log how many seats filled	NEEDS YOU	Log it in 2 minutes
Thursday 26 Nov: 29% booked Slow day	FOUND	Free-extra play drafted

HOW TO READ THIS DOCUMENT

FOUND Slow days found · DRAFTED Drafts made · APPROVED Approved by you

HELD Failed a check · PENDING Pending · NEEDS YOU Needs you

02 · NEEDS YOU

What is waiting on you or on someone else

Pending items are waiting on someone else. Needs-you items wait for your yes, a detail, or a step only you can take.

OPEN

Open items (1)

ITEM	STATUS	SINCE	NEXT STEP
Results for last Tuesday Log how many seats filled	⚠ NEEDS YOU	2026-11-23	Log it in 2 minutes

03 · TOTALS TO DATE

Everything since the first run

2 runs from 2026-11-16 to 2026-11-23.

SLOW DAYS FOUND
5
to date

DRAFTS MADE
3
to date

APPROVED BY YOU
1
to date

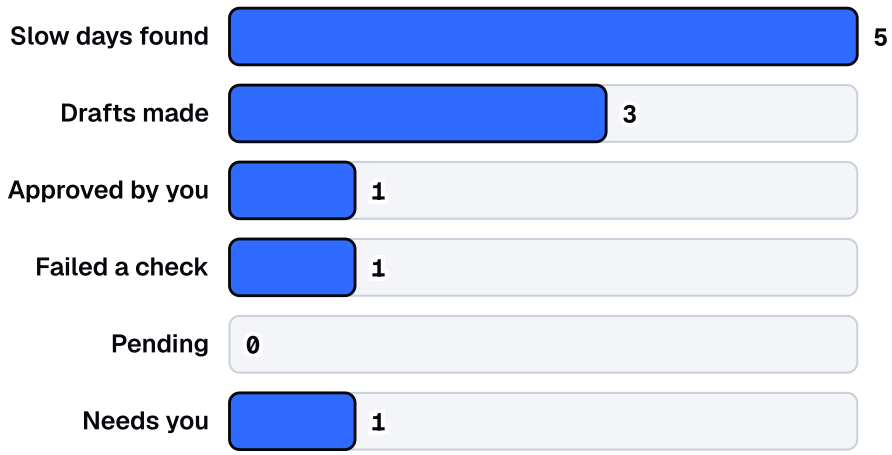
FAILED A CHECK
1
to date

PENDING
0
to date

NEEDS YOU
1
to date

Totals to date by status

Each item counts once for every stage it reached; pending and needs-you count what is open now.



HISTORY

Run history (2 runs)

DATE	RUN	SLOW DAYS FOUND	DRAFTS MADE	APPROVED BY YOU	FAILED A CHECK	PENDING	NEEDS YOU
2026-11-16	Weekly plan	2	0	0	0	0	0
2026-11-23	Weekly plan	3	3	1	1	0	1
	Totals to date	5	3	1	1	0	1

HOW THE HISTORY ADDS UP

Each run counts the stages an item first reached on that run, so the run rows add up to the totals. Pending and Needs you show what was open on that run, so their total is what is open now.

04 · NEXT STEPS

What happens next

NEXT STEPS

- [ ] Approve Wednesday's list message.
- [ ] Log last Tuesday's results.

NOTHING WITHOUT YOUR YES

Slow Day Rescue never sends, files, posts or buys anything without your yes.

CLIPDUE

CLIP WHAT'S DUE

Slow Day Rescue Run Report

What Slow Day Rescue did on this run: what it found, filed or sent, what was approved or denied, what is pending and what needs you, with next steps and totals to date.

Slow Day Rescue · v1.2

Website: https://clipdue.com

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