THE ACTION GAP FIELD KIT

The Watch List

Notice who is slipping, before the work does.

WHAT THIS IS

A short, private record of the people who feel a little off lately: who they are, when you first noticed, and what specifically changed. A name, a rough date, and the behavior you saw. That is the whole thing.

HOW TO USE IT

1. Once a week, run your eyes down your team. Ask one quiet question: are they showing up the way they used to?
2. When someone feels off, add a row: the name, roughly when the change started, and exactly what you noticed.
3. Watch for a change that holds across more than one check-in. One bad week is not a signal. A change that sticks is.
4. When a row has held two or three check-ins, plan a conversation. Keep it private. This is your notebook, not a file on anyone.

PERSON	NOTICED SINCE	WEEKS WATCHED	WHAT CHANGED (THE SIGNAL)	LAST CHECK-IN	NEXT STEP

A notebook only scales as far as one manager's attention. It works for the people you see often. The quiet ones on another schedule or another site are the hardest to hold in memory, and the ones most often lost. That is the edge Anchor was built to carry.