Unfinished Task Status Report

State what is completed, what remains, and any verified blocker; ask the responsible adult about the next action before calling the task finished.

A status report needs the assignment's actual completion condition.

Example: Eight equipment entries are checked and two remain. The child reports those facts, identifies the missing item information, asks the responsible adult for the next instruction, and leaves the task open until its condition is met.

01 Define done

A status report needs the assignment's actual completion condition.

Assigned task

Original deadline or return point

What done means

Responsible person for a change

02 Show what is complete

Credit only the work that has actually reached its required state.

Portion actually completed

How that portion can be checked

Work performed by someone else

Claim that would overstate completion

Unfinished Task Status Report / Review & follow-through

03 Report what remains

Give the responsible adult usable facts before an explanation.

Remaining work

Real blocker or choice

Information or help to request

Plain unfinished-status sentence

04 Take the next step

A revised plan needs the appropriate decision and a truthful update.

Authorized next action

Agreed time or handoff

Actual updated completion status

Safeguard for a clearer future report