Monthly Role Review & Reassignment Log

Roles & Responsibilities Template

Section 1 — Log

Month	Role Reviewed	Changes Made	Agreed By

Section 2 — Checklist

[ ] Discuss how roles worked over the past month

[ ] Identify signs of fatigue or overload

[ ] Reassign roles by agreement, not coercion

[ ] Record any lessons learned for next cycle

Section 3 — Notes

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