

The Frontline Leader's Daily Checklist

LeadOpsPress

Start every shift clear, connected, and in control — in 10 minutes or less.

Lead · Improve · Solve · Deliver

Great shifts don't happen by accident. This one-page checklist distills the daily rhythm used by effective frontline leaders into four short blocks. Print it, laminate it, keep it on your clipboard.

BEFORE THE SHIFT (3 min)

- ☐ Review yesterday's numbers: output, quality issues, attendance, safety.
- ☐ Walk the floor for 2 minutes — eyes open, nothing else. Note what you see.
- ☐ Identify today's top 3 priorities and write them down.

START OF SHIFT (3 min)

- ☐ Hold a 5-minute huddle: yesterday's wins, today's plan, who owns what.
- ☐ Confirm staffing and assignments — every person knows their job today.
- ☐ Flag any known risks: material shortages, equipment issues, new operators.

DURING THE SHIFT (2 min)

- ☐ Check in with each team member at least once — ask, don't just tell.
- ☐ Catch one person doing something right and say so specifically.
- ☐ Log any problem the moment it happens: what, where, when, who saw it.

END OF SHIFT (2 min)

- ☐ Update the shift handoff: what got done, what's open, what to watch.
- ☐ Note one improvement idea — yours or the team's — before you leave.
- ☐ Ask yourself: did every person leave today better equipped than they arrived?

Want the complete system behind this checklist?

The Frontline Supervisor Toolkit includes daily management boards, coaching guides, accountability trackers, and shift handoff templates. Find it at etsy.com/shop/LeadOpsPress