

Sample Resource

Daily Startup Checklist

A practical opening routine for teams that need the day to start the same way every time.

Purpose

Use this checklist at the beginning of each workday to confirm people, priorities, schedule, equipment, customer commitments, and open issues are clear before work begins.

Daily Startup Checks

Done	Action	Owner	Notes
	Review today's calendar, appointments, job starts, and customer deadlines.		
	Confirm staffing, attendance, call-outs, and coverage gaps.		
	Identify high-priority work that must be completed today.		
	Check open customer issues that require follow-up before noon.		
	Review overdue work, blocked work, and waiting items.		
	Confirm vehicles, equipment, supplies, tools, and required documents.		
	Review safety concerns, weather risks, or site-specific hazards.		
	Send the daily priorities update to the team.		

Today's Attention List

Priority	Item	Decision Needed	Due
Critical			
High			
Medium			
Waiting			

Close the Loop

Manager review

The day should not begin until priorities, blockers, and customer commitments are visible to the people responsible for the work.