

CHECKLISTS

We love Checklists! A Checklist is simply a step-by-step outline of "To-Do's" required to accomplish a task or series of tasks. A checklist is a time-saving way to break a huge job down into smaller manageable steps (perhaps to be delegated) or as a reminder for things that you don't do everyday but don't want to leave anything out on the days when you do need to do them.

Checklists ensure rapidity, consistency and completeness in carrying out a task.

Checklists are indispensable when you have a staff change for a certain position. The checklist becomes the training plan for the new person!

Checklists are also great for permanently squelching recurring "fires" your staff bring to you to "put out."

For example: If your assistant routinely forgets to send a school cell phone and a disposable camera on the monthly pre-K field trip, then you don't have enough pictures for the Graduation Slide Show in May! Make a checklist for her to use. Better yet, have her make it and you double check it. Then require her to use it for every field trip.

These are just some of the Checklists we use:

- Checklists detailed to a Particular Staff Position
- Various Event Checklists (Carnival Preparation, Graduation, Donuts with Dad, Muffins with Mom, etc.)
- Daily Classroom Cleaning Checklist
- Bathroom Cleaning Checklist (no excuses for not doing a good job)
- Compliance Checklist (monthly)
- Facility Checklist (monthly)
- Field Trip Checklist
- Pool Prep for Summer Checklist
- Staff File Checklist (staple to inside front cover of file)
- Child's File Checklist (staple to inside front cover)
- New Hire Training Checklist
- New Enrollee/New Child Checklist
- Maintenance Checklist
- "What To Do If ..." Checklists (What to try before calling a repairman if the computer freezes up, or a toilet backs up, etc.)
- Recurring Supply Orders (Make the Order Form you email or fax complete by including the fax number, contact info for you and for your sales rep, the date, columns for "how many we have on hand," "how many we typically use in a month" and then "how many we are ordering now." Then you can delegate the job to anyone who can do simple math and they won't have to ask you how many boxes of spoons you think need to be ordered!)

"Leadership is the ability to get extraordinary achievement from ordinary people."

- Brian Tracy