



Using Daily Routine Checklists

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Many of you have asked us to include an example of a complete system (how to complete the circle), using a **Daily Routine Checklist** to show how they actually work.

The scenario we will use is a manual system for requesting and purchasing supplies, using **Daily Routine Checklists** that ensure you will never be caught short.

Let's assume there's a **Material Request Form** in place with its own document number (i.e. PA-343). The Material Request Form is a complete list of items used on a regular basis for a department or work station—each item includes description, item number, quantity to order, etc.

Now let's also assume that each employee has their own **Daily Routine Checklist** - A list of every routine task an employee does each day.

1. On the Employee's **Daily Routine Checklist** there is a PROMPT with a check box beside it, that reminds the employee to order needed supplies for operating their workstation, department. etc., as shown below in blue:

Materials have been ordered using **Material Order Form (PA-343)** and form has been placed in designated location.

Taking a **Material Request Form**, the employee reviews the list of items on the form and puts checks in the boxes beside all items needed. The completed **Material Order Form** is then placed in a designated location for pickup later, by the Purchasing Person. Easy!

2. The Purchasing Person will pick up the **Material Request Forms** from each department, and complete today's purchasing of the items that have been checked. The Purchasing Person knows to do this, because they have a PROMPT on their **Daily Routine Checklist** to do so. They will not have to look for the description, the item number, or how much to order, because all the information they need to complete an order is already on the **Material Request Form**.

NOTE: Have you ever wasted 30 minutes or more searching your building for an old product box to get the description or product number of an item you need to order—because that information was never written down using a system such as a **Material Request Form**?

3. Shipping & Receiving delivers purchased items to a designated location for each department. This happens seamlessly—because a PROMPT is on the Shipping & Receiving person's **Daily Routine Checklist** to deliver RECEIVED items to each department.

Do you see how one system works with—and can affect another system? A system should be designed to for ease-of-use and work consistently. Most importantly, it must be complete, like a circuit or circle. The easier it is to use, the more consistently people will use it.

As you can see, this is a very simple system, but it works!—No running out of needed items because someone “forgot”. A PROMPT on a **Daily Routine Checklist** ensures—remembering to purchase. The Purchasing Person doesn't have to go to each department and ask what they need—no sticky note requests—and is even PROMPTED their **Daily Routine Checklist** the time of day to purchase supplies.

An interactive system like this can be created for virtually every process in your organization. Be assured, it will save you time, money, and a lot of gray hair!

Did I mention—Great Systems Work!

NOTE: **System100™** has eliminated manual requisitions (as the example above) and requisitions/requests are submitted online to the Purchasing Person in digital format. However, the PROMPT to order, purchase and deliver materials to departments is on a **Daily Routine Checklist**.

To invite Philip Paul Beyer to speak for your conference or other event...

Contact Susan Beyer at Ebiz Products, 615-425-2652 or email susan@ebizproducts.com. Philip Beyer's book *System Busters: How to Stop Them In Your Business* is available at www.Amazon.com. For more about SYSTEM100™ software, visit www.System100.com.