Start-of-Shift Checklist Template
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1. Personal Preparedness
   [ ] Arrive On Time: Ensure you're punctual to maintain workflow.
   [ ] Dress Appropriately: Wear the right uniform or attire as per the job requirement.
   [ ] Hygiene: Make sure you're well-groomed, especially if the role involves client interaction.
   [ ] Health Check: Any symptoms or feeling unwell? Notify your supervisor.

2. Workspace Setup
   [ ] Clean Work Area: Ensure your desk or workspace is tidy and sanitized.
   [ ] Check Equipment: Make sure all tools or devices you'll be using are functional.
   [ ] Secure Personal Items: Store your belongings in the designated area.

3. Communication and Updates
   [ ] Check Emails/Communication Channels: Look for any urgent messages or updates.
   [ ] Attend Briefings/Meetings: If scheduled at the start of the shift.
   [ ] Review Tasks for the Day: Familiarize yourself with the day's agenda or assignments.

4. Safety Protocols
   [ ] Review Safety Measures: Especially important for roles in manufacturing, healthcare, security, etc.
   [ ] Report Malfunctions: If any equipment isn't working, notify maintenance immediately.
   [ ] Restock Safety Gear: Ensure you have all necessary protective equipment.

5. Logistical Preparation
   [ ] Check Inventory/Supplies: Ensure you have all necessary materials for the day.
   [ ] Set Up Systems: Boot up computers, start machinery, or set up stations as needed.

6. Goal Setting
   [ ] Set Priorities: Determine the most pressing tasks and tackle them first.
   [ ] Identify Potential Challenges: Anticipate obstacles and think about solutions in advance.

7. Team Interaction
   [ ] Touch Base with Colleagues: Especially if tasks require collaboration.
   [ ] Notify Availability: Let the team know you're ready to start, especially in roles like customer support.

The start of a shift sets the tone for the hours that follow.