Daily Management Calendar

Role	Supervisor	Name:				
Time	**Daily Tasks**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
8:00 AM	Review daily attendance	☐	☐	☐	☐	☐
9:00 AM	Kick-Off Meeting (Tier 1 Meeting)	☐	☐	☐	☐	☐
10:00 AM	Daily Shop Floor Walk	☐	☐	☐	☐	☐
11:00 AM	Daily Huddle (Tier 2 Meeting)	☐	☐	☐	☐	☐
12:00	Lunch Break					
1:00 PM	Emails and voicemails from staff, customers, and suppliers	☐	☐	☐	☐	☐
2:00 PM	Conduct a daily safety inspection	☐	☐	☐	☐	☐
3:00 PM	Task Management - Corrective Actions	☐	☐	☐	☐	☐
4:00 PM	Shift Handover Meeting	☐	☐	☐	☐	☐

Evening Shift

Role		Name:				
Time	**Daily Tasks**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
5:00 PM		☐	☐	☐	☐	☐
6:00 PM		☐	☐	☐	☐	☐
7:00 PM		☐	☐	☐	☐	☐

Hi! We just wanted to let you know that the first three pages of this document are provided as examples to inspire you as you create your own customized templates. They're not intended to be used directly, but rather as a starting point to help you develop your own unique LSW templates.

At the end of the document, you'll find actual templates that you can print out and use directly to create various types of management calendars.

We encourage you to take advantage of these templates and start creating your own documents right away! So go ahead, print the templates and start brainstorming.

We hope you find them helpful and useful for your needs.

Weekly Management Calendar

First day:	March 27th, 2023		Last Day:	April 1st, 2023			
Time	**Weekly Tasks**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
9:00 AM	One-to-One performance Meeting				☐	
11:00 AM	Continuous Improvement Committee			☐		
10:00 AM	Top-Management Meeting (Level 3)		☐			
1:00 PM	Behavior-based Safety Audit		☐			
3:00 PM	Analyze production data	☐		☐	☐	
11:00 AM	One-on-one meeting	☐				
	Safety Walk			☐		
11:00 AM	Weekly meeting with quality and health and safety department heads				☐	
7:00 AM	Develop a plan for meeting production targets for the week	☐				
11:30 AM	Review and update production targets for the next week					☐
3:00 PM	5S Audit - Warehouse		☐		☐	
4:00 PM	5S Audit - Assembly Line		☐		☐	

Monthly Management Calendar

		Week 1					Week 2					Week 3					Week 4				
First days of the work week		April 3rd, 2023					April 10th, 2023					April 17th, 2023					April 24th, 2023				
Management Activities	**Interval**	**M**	**T**	**W**	**T**	**F**	**M**	**T**	**W**	**T**	**F**	**M**	**T**	**W**	**T**	**F**	**M**	**T**	**W**	**T**	**F**
Floor Tour Checklist (Gemba Walk)	Daily	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check Emails	Daily	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Review and prioritize To-Do's	Daily	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Review daily attendance	Daily	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Shift Handover	Daily	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Kick-Off Meeting (Level 1)	Daily	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Daily Huddle (Level 2)	Daily	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Weekly Plant Review (Level 3)	Weekly		☐					☐					☐					☐			
Safety Walk	Weekly	☐					☐					☐					☐				
Continuous Improvement Meeting	Weekly			☐					☐					☐					☐		
Quality Assurance Meeting				☐					☐					☐					☐		
5S Audit	2 per week		☐		☐			☐		☐			☐		☐			☐		☐	
Health and Safety Committee	Monthly																			☐	
Behaviour-Based Safety Audit	Monthly								☐												
Safety Inspection Checklist	Monthly								☐												
Board Performance Review	Monthly											☐									
Fire Hazard and Emergency Audit	Quarterly											☐									

Daily Management Calendar

Role		Name:				
Time	Daily Tasks	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM		☐	☐	☐	☐	☐
8:00 AM		☐	☐	☐	☐	☐
9:00 AM		☐	☐	☐	☐	☐
10:00 AM		☐	☐	☐	☐	☐
11:00 AM		☐	☐	☐	☐	☐
12:00						
1:00 PM		☐	☐	☐	☐	☐
2:00 PM		☐	☐	☐	☐	☐
3:00 PM		☐	☐	☐	☐	☐
4:00 PM		☐	☐	☐	☐	☐
5:00 PM		☐	☐	☐	☐	☐

Evening Shift Management Calendar

Role		Name:				
Time	Daily Tasks	Monday	Tuesday	Wednesday	Thursday	Friday
5:00 PM		☐	☐	☐	☐	☐
6:00 PM		☐	☐	☐	☐	☐
7:00 PM		☐	☐	☐	☐	☐

Weekly Management Calendar

First day:		Last Day:					
Time	**Weekly Tasks**		**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**

Monthly Management Calendar

		Week 1					Week 2					Week 3					Week 4				
First day of the work week																					
Management Activities	**Interval**	**M**	**T**	**W**	**T**	**F**	**M**	**T**	**W**	**T**	**F**	**M**	**T**	**W**	**T**	**F**	**M**	**T**	**W**	**T**	**F**
		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
			☐					☐					☐					☐			
		☐					☐					☐					☐				
					☐					☐					☐					☐	
				☐					☐					☐					☐		
			☐		☐			☐		☐			☐		☐			☐		☐	
																			☐		
									☐												
									☐												
											☐										
											☐										

Template made by Tervene.com, a leader standard work and daily management solution. ⚙ tervene
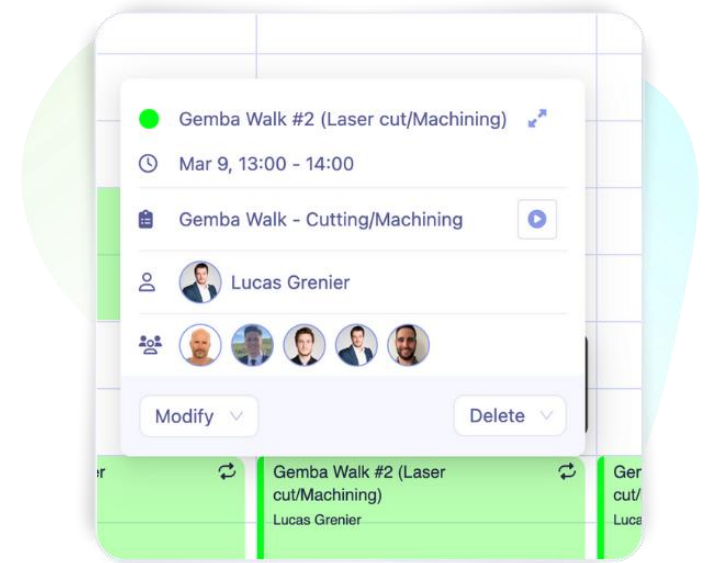
Leader Standard Work and Daily Management Solution

Tervene is an all-in-one tool designed to help you streamline and optimize your Leader Standard Work program, making it easier than ever to manage and track your daily tasks and activities.

We'll be more than happy to answer any questions you may have and help you get started with your digital LSW program.

So don't wait - take the first step towards digitalizing your Leader Standard Work program today!

Leader Standard Work

Visit website to learn more

Daily Management System

Visit website to learn more

Gemba Walks and Checklists

Visit website to learn more

Mobile Audits and Inspections

Visit website to learn more

Problem-Solving and Continuous Improvement

Visit website to learn more

Tiered-Meetings, Daily Huddles and Communication

Visit website to learn more