

The Daily Operations Checklist for Chaos-Free Small Businesses

Use this 5-minute scorecard at the start or end of each day to create clarity, accountability, and momentum.

Date: _____ Business: _____ Owner/Manager: _____

1. Today's 3 Most Important Priorities

Pick the few things that matter most. Do not let the day become a random task list.

Priority 1

Priority 2

Priority 3

2. Daily Operations Check

Complete before the day gets away from you.

- Schedule and coverage gaps are handled
- Critical tasks are assigned to a person
- Late or missed tasks are reviewed
- Customer issues or promises are logged
- Inventory, supplies, or bottlenecks are checked
- Cash, sales, or key numbers are reviewed
- Every blocker has an owner and due time

3. 5-Minute Daily Scorecard

Track the numbers that reveal if today is on pace.

Metric	Target	Actual	Action
Revenue / sales			
Jobs / orders done			
Open customer issues			
Late or missed tasks			
Staffing / coverage			

4. End-of-Day Accountability Questions

Before leaving, make sure every loose end has an owner and a next step.

What went right today? _____

What slowed us down? _____

Who owns the fix? _____

When will it be done? _____

Quick Daily Huddle Script

1. What must get done today?
2. What could stop us?
3. Who owns each fix before close?

Red Flag Rule

If a task is missed twice,
do not blame the person first.
Fix the process, owner, or tool.

Want this turned into a repeatable system your team actually follows?

Book a free consultation: www.accountableops.com

Print daily or recreate in Sheets.