

One-a-Day Manager Checklist

Start Date _____



**Every day you're at the dairy, choose one job on the list... do it, and then cross it off.
When you complete all ten "Manager Jobs" on the list, start over and do it again.**

- Check the break room and bathroom and leave a note about what you saw.
- Hang up filters from *each shift* and leave a brief comment for each team of milkers.
- Walk-through each pen and check if you need to fix or replace any chains, clips, scrapers, headlocks, gates, etc.
- Take "surprise" teat end wipes with an alcohol pad right before a milker attaches a unit.
- Watch camera footage of the parlor and talk to the milkers about how they're following the routine and managing time.
- Make a surprise visit during the *night/overnight shift* to see what's going on.
- Highlight late punch-ins/outs on time cards and show them to the individuals who need to improve.
- Leave a note on the board (a compliment or a question) for someone on the *afternoon shift*.
- Leave a note on the board (a compliment or a question) for someone on the *night/overnight shift*.
- Right after the Cow Mover finishes cleaning/scraping a pen, walk through it to see how the stalls, floors, waterers, alleys, feed, etc. look and then tell the Cow Mover what you saw.