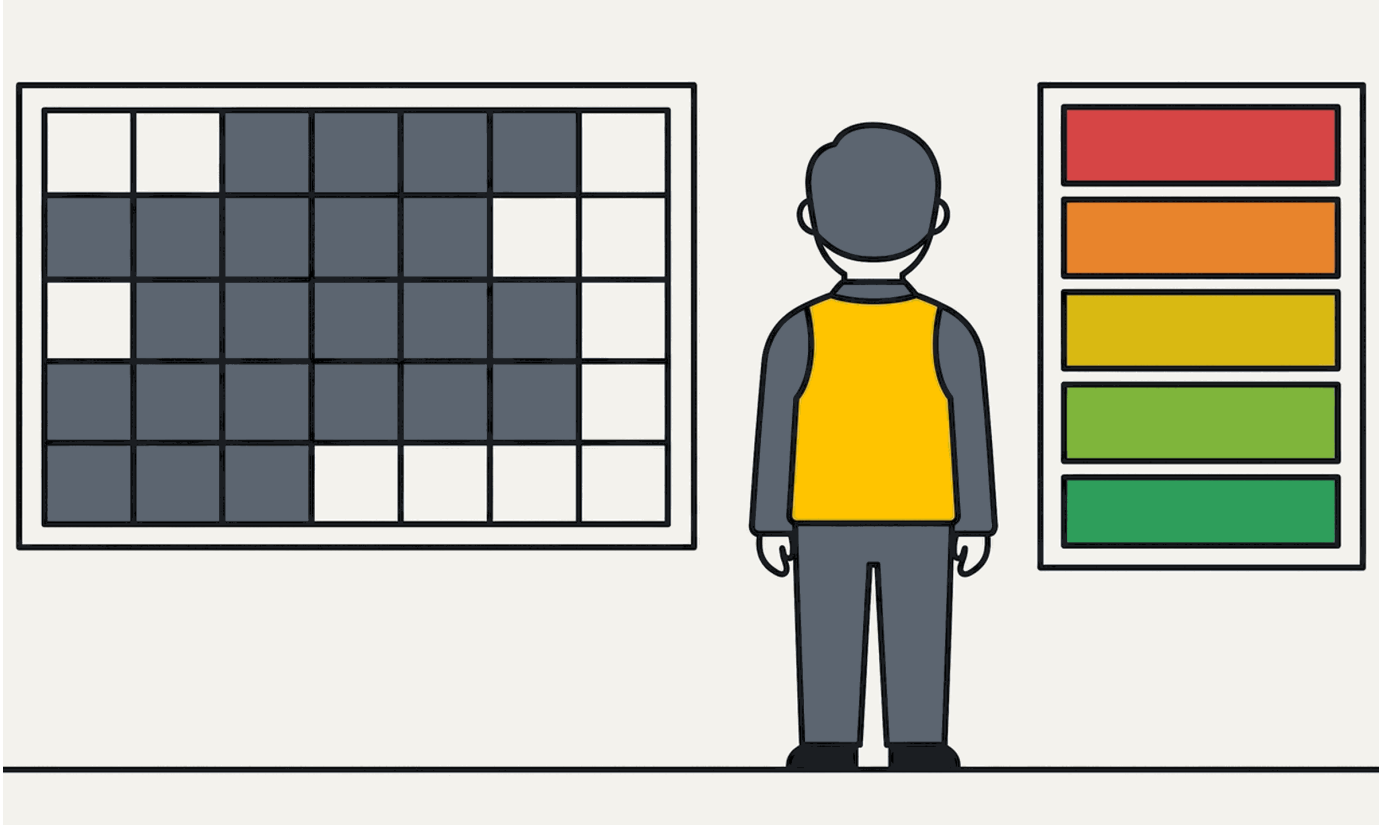
# LEADER STANDARD WORK

The leader's routine, on the same calendar as everyone else's.

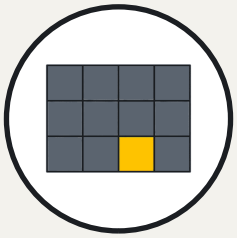
LEAN DAY TOOLKIT



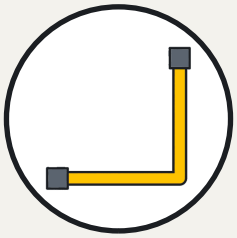
The floor has standards; so does leading it. A short daily routine - board, walk, audit, actions, handover - scheduled, checked off, and visible on a calendar that shows every green day and every miss.



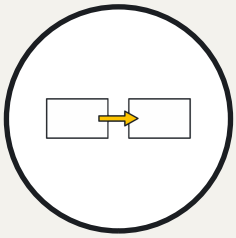
**THE ROUTINE**
Same checks, same order, daily



**ON THE CALENDAR**
Green done, red missed



**WALK INCLUDED**
No clipboard, one question



**HANDOVER**
Written, before you leave

**SCHEDULED, NOT REMEMBERED**

Import the routine and it appears on Home, due today, like any check.

**THE CALENDAR TELLS THE TRUTH**

Done four of five this week - and everyone can see which day slipped.

**THE LAYER THAT KEEPS LAYERS HONEST**

The daily audit checks the process; this checks that the checking happens.

**HANDOVER IN WRITING**

What happened, what is open, what the next shift must watch.

**What the leader does daily is the only standard the floor believes.**