

Balance - Daily Checklist for Running Multiple Construction Projects

- Create an **organized file system** you can use to actually find stuff. (Separate folders for separate jobs, etc.)
- **File** every piece of paper in a file, the very first time you handle it. (Touch it *once*.)
- Daily review of each job, the schedule, necessary **planning** for the following week/month/six months.
- **Subcontractor** review: List top three subs I currently have to **babysit**, and write down one thing I will do to improve the situation. Thank the subs who do the best job for me.
- My **schedule** and time management: One thing I will change to eliminate wasted time.
- One thing I will change to make my **mobile office** more effective.
- Think about my **communication** history over the last week. What is one thing I did that I would do differently now that I see what happened as a result of my communications skills. Was I hot-headed? Were my expectations clear? Did I “make sense?”
- Have all my employees and subs **checked in** today, and do they all know I expect them to without exception?
- Do I have my **notepad and pen** on my at all times, including on the bed stand?
- Did I **get up early** and get to work before everyone else today? Will I tomorrow?
- One thing I can do today to **improve my relationships** with my subs, suppliers, and salespeople who service my account.
- 3 Foot Rule: Did I **network** in a positive, friendly way with every person who came within 3 feet of me today?
- Is my **office space** clear and easy to use *right now* (which is when I always need it?)
- Am I diligently **tracking project expenses**? One area where we are dropping the ball. Also, do my employees and subs know the reason, or what happens if I don't get those receipts? Look for teachable moments.
- Is my vehicle properly maintained? Do I plan my **travel** efficiently?
- What are my team members' strong points? What are my weak areas? How can I **delegate** (or **accept responsibility**) to make up for them?
- For every business activity...do I have a **system** or **procedure** in place? Does my team know it?
- Am I a great **manager**? Good communication, written lists, forms, follow ups, inspecting, coordination, fore-thought, planning, all of the above....?
- Do I use this list every day, including Sunday night?

This Checklist is based on the famous post by [AtlanticWBConst](#) and compiled by [Seth Holdren](#).