



## OPERATIONAL DISCIPLINE CHECKLIST

### Daily Operations

- Review and update all SOPs before start of business
- Conduct morning SITREP with team (status, obstacles, priorities)
- Confirm all scheduled tasks in calendar (meetings, deadlines, deliverables)
- Check compliance logs and documentation
- Verify all systems and tools are operational

### 2. Accountability & Reporting

- Assign clear ownership for every task/project
- Document progress and blockers in daily SITREP
- Review previous day's outcomes; address gaps immediately
- Log all decisions and actions for audit trail

### 3. Process Improvement

- Identify one process for improvement each week
- Solicit team feedback on efficiency and compliance
- Update SOPs as needed; communicate changes to team
- Track impact of improvements (metrics, feedback)

### 4. Compliance & Documentation

- Ensure all client/vendor files are current and signed
- Back up critical documents and data daily
- Secure all digital and physical files at end of day

### 5. Leadership & Culture

- Model discipline and clarity in all communications
- Enforce accountability - no exceptions
- Provide direct, respectful feedback (no fluff)

Recognize team wins and operational excellence



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