

Daily To-Do List

Inspect the pharmacy from the outside all the way to the back of the store each day. View it in the eyes of your customers.

Date: _____

Completed by: _____

- ☐ Confirm maximum availability for customer parking (staff to park in assigned area)
- ☐ Police sidewalk and entrance for litter
- ☐ Assess window displays to make sure they are not outdated or faded
- ☐ Check that all signs and external lighting are working properly
- ☐ Clean all doors and remove outdated and unnecessary signs
- ☐ Fill bags at each checkout area
- ☐ Clean and straighten checkout counters
- ☐ Check for defective (burnt bulbs) lighting inside the store
- ☐ Check for appropriate background music and volume
- ☐ Tidy up seating / waiting area
- ☐ Face (pull product forward) in all departments
- ☐ Check one department a day for short and outdated product
- ☐ Order OTCs (HBA)
- ☐ Make note of recurring outs or backorders of OTCs
- ☐ Check for retail price changes
- ☐ Dust and clean an eight foot section. Do a new section each day.
- ☐ Inspect each aisle for clutter or displays that may be hampering traffic flow
- ☐ Check and straighten greeting card section
- ☐ Straighten sunglass and reading glasses racks
- ☐ Fill drink cooler, check for proper pricing
- ☐ Evaluate customer Want (request) Book(s)
- ☐ Make one sign to promote _____
- ☐ Fill vial drawers
- ☐ Clean restroom
- ☐ Empty all trash receptacles
- ☐ Vacuum (when the store is closed or *only* if customer traffic allows for it during store hours)
- ☐ _____
- ☐ _____
- ☐ _____