

## Leader Standard Work

Date: \_\_\_\_\_

Daily Tasks	
<input type="checkbox"/>	Tier 1 Meeting- Lead <input type="checkbox"/> Attend <input type="checkbox"/>
<input type="checkbox"/>	Tier 2 Meeting- Lead <input type="checkbox"/> Attend <input type="checkbox"/>
<input type="checkbox"/>	Gemba Walk Lead <input type="checkbox"/> Attend <input type="checkbox"/>
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
Multiple Times a Day Tasks	
<input type="checkbox"/>	Hour by Hour Boards
<input type="checkbox"/>	5S Audit
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Notes:
Continuous Improvement: _____
Opportunities: _____ _____ _____ _____ _____ _____
Problems: _____ _____ _____ _____ _____ _____
Actions: _____ _____ _____ _____ _____ _____

Tasks Assignments:
Self: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Tasks Assignments:
Others: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____