

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- Assess window displays to make sure they are not outdated or faded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- Clean all doors and remove outdated and unnecessary signs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- Check one department a day for short and outdated product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)
- _____
- _____
- _____