

“How can I program my Tech’s day?”

The **Vision:** Do you want ...

- Fewer crises and “dropped balls” with your employees?
- Happier, more productive technicians that “up-sell” more services?
- Delighted clients that become Customer Cheerleaders?

The **Problem:** Your employees become “Loose Cannons” once they leave your shop!

The **Solution:** Every employee should have this schedule attached to their [Job Folders](#).

This Production Day Sheet (PDS) lets your tech immediately see what is facing them. They’ll see what special equipment to load for each job and any special “issues” that might trip them up. This PDS is also a valuable management tool- letting you know where your people should be at every moment and adding “[Employee Accountability](#)”. And the PDS gives your office a “heads up” on any problems along with the production figures for each employee.

The quick **FIX:** A single “Day at a glance” sheet with the tech’s complete schedule listed out.

Of course, this one page PDS isn’t going to build a complete “Business Infrastructure” for you. To receive the complete 1200 page SFS “Business in a box” you’ll just need to attend our [Strategies for Success](#) seminar!

[Let me know how this Production Day Sheet works for you!](#)

[Steve Toburen](#)

If you like this Day Sheet you’ll LOVE *Strategies for Success-*

Invest 5 days with *Strategies for Success* (SFS) and you’ll gain **years** of experience in measuring your financials, creating a marketing plan and building a truly lucrative, “real” business.

Do you struggle with any of the challenges below? Then just click for the solutions!

Remember, this is just a taste of the proven “Success Resources” SFS will give you:

- [Five bucks to get started off right with your cleaning client](#)
- [This economy is killing me. How can I survive?](#)
- [I’m sick of employees. Why can’t they be more like me?](#)
- [How can I stop competing on price in residential?](#)
- [Why can’t I make a profit? Finances scare me.](#)

There is no other program like SFS. Interested? Call your Jon-Don rep or follow these links:

- [Frequently Asked Questions about SFS](#)
- [Why should I invest five days of my life to attend SFS?](#)
- [Here is what you will learn at SFS- day by day.](#)
- [Skeptical with all the "snake oil" out there? Read what our members say...](#)
- [Read these SFS Member "bios" of what happened after SFS!](#)

Remember, SFS has transformed the lives of almost 3,000 people in the cleaning and restoration industry. **Why not you?** I urge you to investigate SFS.

Steve Toburen

Production Day Sheet

Note: Items must be performed in order listed, crossed off as they are done, and a full explanation must accompany uncrossed items.

DATE: _____ Mileage: _____
 CREW: _____ Beginning: _____
 _____ Ending: _____

	<u>Load List:</u>	
Items	Job	Loaded?
_____	_____	_____
_____	_____	_____
_____	_____	_____

Scheduled Tech arrive/leave	Job Name/ Address	Access instructions/ Office comments amount?	Total job	Paid?	List Additional Service Options (ASO)	ASO sold amount?	Technician comments and/or commitments made to customer
Sched. _____ Arrive _____ Leave _____							
Sched. _____ Arrive _____ Leave _____							
Sched. _____ Arrive _____ Leave _____							
Sched. _____ Arrive _____ Leave _____							
Sched. _____ Arrive _____ Leave _____							
Sched. _____ Arrive _____ Leave _____							

Restoration Equipment Left:

Loss Name	Airmovers	Dehumifiers	Air Scrubbers	Other Equipment	Pick-up Date?
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Damaged equipment/ tools/ vehicles:

Item:	Specify damage	Where is it located?	Repair order/red-tagged?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Add any other suggestions/ observations: