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| QF137C | 12PM – 7PM DAILY CHECKLIST |
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Name:

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| 12PM | Check Unassigned Shifts – attend to immediately | |
| | Check flags | |
| | Check Services Email - action & flag appropriately | |
| | Check Rosters Email - action & flag appropriately | |
| | Check Meet and Greet Email - action & flag appropriately | |
| 12:30PM | Service Delivery Meeting (approx. 15 minutes) | |

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| 12:45PM | Begin on allocated template(s) / urgent shift covers | |
| | Week 2 Wednesday – Run shift accept/decline report & print (work with 12:30PM-8:30PM) Call LA's | |
| | Week 2 Thursday – Run shift accept/decline report & print (work with 12:30PM-8:30PM) Call LA's | |

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| 1:50PM | 10 MINUTE BREAK (Notify Teams) | |
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| 2PM | General Service Delivery | |
| | Work on Meet and Greet Board 2 per day | |

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| 3:45PM | LUNCH BREAK (Notify Teams) | |
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| QF137C | 12PM – 7PM DAILY CHECKLIST |
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| 4:15PM | General Service Delivery | |
| | Every Wednesday – Run shift accept/decline report & print | |
| | Every Thursday – Run shift accept/decline report & print | |

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| 5PM | Time off phones - Ensure all progress notes are entered into Cims - Ensure all phone calls regarding shift changes are made (To LA's and Customer) | |
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| 5:15PM | Complete any work on unassigned shifts | |
| | Check Services, Rosters, Meet and Greet s Emails – action & flag | |
| | Update Meet and Greet information/Board Attach this to your Daily Reporting sheet | |

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| 6:45PM-7PM | Write handover email if anything needs to be followed up | |
| | Ensure any phone calls you have promised are made | |
| | Ensure phone call to afterhours if URGENT cover needed | |
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