

Daily Dispatcher Checklist

Print one per day. The rhythm that keeps trucks moving.

Morning (6:30 – 8:30 AM)

- Check each truck's location & ETA
- Confirm today's pickup appointments
- Send 'good morning' check-in to each driver
- Scan load boards for tomorrow's empties
- Send 5 broker check-call emails
- Review yesterday's PODs — invoice if complete

Midday (10:00 AM – 2:00 PM)

- Book tomorrow's loads
- Negotiate at least 1 detention or accessorial
- Confirm rate cons signed and saved
- Update CRM with every conversation
- Send carrier packet to 1 new broker
- Lunch — 30 min away from phone

Afternoon (3:00 – 6:00 PM)

- Track delivery on every load
- Request PODs from drivers
- Plan tomorrow's lanes
- Follow up with 10 prospects from this week
- Update weekly revenue tracker
- Set OOO + emergency contact for after hours

End of Day

- Inbox to zero
- Tomorrow's loads confirmed in writing
- Drivers know first appointment
- Phone on do-not-disturb except VIP list