

# Daily Checklist for ✨



## ✨ VETERINARY TECHNICIANS ✨

*Your go-to guide for staying efficient, focused, and ready for anything.*

Being a veterinary technician means juggling a million things at once: patient care, client communication, surgery prep, and everything in between. It's easy to get buried in busywork or lose track of critical tasks during the chaos of a clinic day. This daily checklist is designed to help you stay organized, prioritize what matters most, and eliminate time wasted on repetitive or avoidable tasks, so you can focus on what you do best: caring for animals and supporting your team.

### Morning Kickoff

- ☐ Check inventory levels (medications, vaccines, exam room supplies)
- ☐ Ensure exam rooms are stocked & clean
- ☐ Review patient schedule for the day
- ☐ Prep lab equipment and diagnostic tools
- ☐ Confirm special cases or procedures with DVM
- ☐ Check internal messages/client notes in PMS

### Patient Care & Workflow

- ☐ Welcome and weigh patients
- ☐ Record patient history & vitals
- ☐ Assist with exams and restraint
- ☐ Collect samples (blood, urine, fecals)
- ☐ Prep for procedures or surgeries
- ☐ Monitor anesthesia & recovery
- ☐ Clean and reset treatment areas promptly

### Communication & Follow-Up

- ☐ Update records & SOAP notes
- ☐ Send post-visit instructions to pet parents
- ☐ Flag any patient concerns for DVM review
- ☐ Check in with pet owners for meds refills or rechecks

### End-of-Day Wrap

- ☐ Sanitize equipment and high-touch areas
- ☐ Check and restock supplies
- ☐ Close out incomplete tasks or notes
- ☐ Confirm tomorrow's schedule and prep as needed
- ☐ Communicate any shift notes to next tech or team lead

### Bonus: Want to spend less time on SOAP notes and more time with your patients?

Otto's AI-powered tools were built with Vet Techs in mind, because we know you keep the clinic running. With Otto, you can auto-generate accurate SOAP notes, streamline client communications, and skip the clipboard chaos.



**BOOK A DEMO TODAY**  
to see how Otto can help your clinic stay up to speed with the latest technology and streamline your operations.