

# End of Day Wrap-Up

## *Closing Your Shift Professionally*

How you end your shift is just as important as how you begin it. Proper wrap-up ensures accurate reporting, protects materials, and sets the stage for the next team member or your next shift.

### Physical Asset Management:

1. Count completed petitions carefully
2. Return unused petitions in original quantity (or note shortfall)
3. Collect all pens and materials
4. Check the work area for any items left behind
5. Secure materials in designated storage

### Reporting Your Results:

- Document the number of completed petitions
- Note the location and time worked
- Record any unusual occurrences or feedback
- Identify which petitions might have follow-up needs
- Report any equipment issues or restocking needs

Communication with Management:

- Summarize your session's accomplishments
- Report any challenges or learning points
- Share positive feedback from supporters
- Ask questions about anything unclear

Personal Reflection:

- What went well today?
- What could be improved?
- Did you follow the ethical guidelines?
- How did you handle objections?

Preparation for Next Session:

- Review notes for areas to focus on next time
- Identify patterns in supporter responses
- Plan adjustments to your approach if needed