

STRATEGIC LABOR PLANNING — YOUR BLUEPRINT FOR WORKFORCE OPTIMIZATION SUCCESS

Building a truly optimized workforce doesn't have to be overwhelming—it starts with some smart planning.

This checklist brings together the key categories, questions, and ideas you'll want to think about for keeping your team stable, flexible, and ready for whatever comes next. Whether you're getting ready for your busiest season or just want to solve everyday staffing challenges, use this as your go-to guide to spot opportunities, start meaningful conversations, and make confident decisions.

CATEGORY	CONSIDERATIONS	KEY QUESTIONS
Roster & Composition	Full-time vs. temp mix, cross-training	Are teams balanced and flexible enough to absorb changes in demand?
Shift Structure	Alignment with life outside work	Are shift times accessible and desirable to your target workforce?
Equipment & Station Readiness	Physical bottlenecks, layout efficiency	Are your workstations built for scale and safety?
Training & Onboarding	Throughput capacity and ramp speed	Can your team effectively absorb and train new hires?
Overtime Strategy	Proactive vs. reactive OT	Are you planning OT or constantly reacting to shortfalls?
Attrition Impact	Predictable turnover by shift/type	Are you building your forecast on actual attrition trends?
Forecasting & Trends	Past 4–5 week trend vs. business forecast	Are future labor needs informed by both history and forecast?
Peak Planning	Space, safety, logistics	Do you have enough bathrooms, parking, PPE, and supervisors to scale?

CURIOUS ABOUT WHAT THESE INSIGHTS COULD MEAN FOR YOUR TEAM?

Let's talk! Schedule your free Workforce Optimization Assessment with Integrity. We'll share three custom recommendations to help you fine-tune your labor planning and set your business up for success.



1-833-446-1300

sales@integritystaffing.com

integritystaffing.com

JOIN US ON SOCIAL     