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“Resources for the Single Shop Owner

## Owner or Manager Daily and Weekly Checklist

### Daily

- 1 Review yesterday's numbers (KPIs).
- 2 Review and record yesterday's ROs for rechecks (comebacks).
- 3 Review yesterday's ROs for gross profit goals.
- 4 Choose a photo from an RO in process and share it on social media sites.
- 5 Touch bases in some way with every employee.
- 6 Review why in-process ROs from yesterday are not yet complete.
- 7 Self-training on the latest software you've added (15 minutes).
- 8 Review tomorrow's scheduled appointments.

### Weekly

- 1 Ask advisors to summarize their weekly training session.
- 2 Create and share one new SOP from your saved notes.
- 3 Have lunch with one employee.

- 4 Review advisor's tracking of comeback (recheck) follow-up.
- 5 Review clocked and billed ours from last week.
- 6 Review the employee's project list progress.
- 7 Review the employee's wish list for tools, equipment, and other items.
- 8 Share this week's Google reviews with all employees.
- 9 Search for new employees (30 minutes).