

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<ul style="list-style-type: none"> • All Shops Open • Labor Verification • KPI's & #'s Communication to Team • Deposit Verification • Car Defecit Report • Corrigo • WorkVivo • Workday – check applications • Zendesk Follow-up • Update 5-8 Tracker • Daily Check-ins 12, 2:30, 5 • Training Reports & Communication • Inventory Report & Communication • Validation of Previous Week Supplemental Orders • Achievers Recognition & Boosting • Regional Meeting – Goal Setting & AORs • District Meeting • People Review & Schedule Interviews for Week • Update Expense Report 	<ul style="list-style-type: none"> • All Shops Open • Labor Verification • KPI's & #'s Communication to Team • Deposit Verification • Car Defecit Report • Corrigo • WorkVivo • Workday – check applications • Zendesk Follow-up • Visit Prep • Update 5-8 Tracker • Daily Check-ins 12, 2:30, 5 • Schedule Review & Posting (Before you leave the house/office) • Fleet Dashboard • Shop Visits* • Prep for Tomorrow Claims Call 	<ul style="list-style-type: none"> • All Shops Open • Labor Verification (OT) • KPI's & #'s Communication to Team • Deposit Verification • Car Defecit Report • Corrigo • WorkVivo • Workday – check applications • Zendesk Follow-up • Visit Prep • Update 5-8 Tracker • Daily Check-ins 12, 2:30, 5 • Claims Call • NPS Comment Review • Training Reports & Communication • Overtime Notes • Shop Visits* 	<ul style="list-style-type: none"> • All Shops Open • Labor Verification (OT) • KPI's & #'s Communication to Team • Deposit Verification • Car Defecit Report • Corrigo • WorkVivo • Workday – check applications • Zendesk Follow-up • Visit Prep • Update 5-8 Tracker • Daily Check-ins 12, 2:30, 5 • Labor Comments added by Noon • Training Reports & Communication • Training Validation – Meet & Greet • Shop Visits* 	<ul style="list-style-type: none"> • All Shops Open • Labor Verification (OT) • KPI's & #'s Communication to Team • Deposit Verification • Car Defecit Report • Corrigo • WorkVivo • Workday – check applications • Zendesk Follow-up • Visit Prep • Update 5-8 Tracker • Daily Check-ins 12, 2:30, 5 • Full Throttle Friday Visits 	<ul style="list-style-type: none"> • All Shops Open • Labor Verification (OT) • KPI's & #'s Communication to Team • Update 5-8 Tracker • Daily Check-ins 12, 2:30, 5 • Visit Prep if Weekend Visit Day <p><u>MISC.</u></p> <p>SM 1on1's 1on1 w/ RDO New Hire Orientation ASM Meeting Outlier Calls</p> <p><u>Every Visit:</u></p> <p>Brand Standards Walk KPI Board Review Team Member Greet Behavior Observation "Task" for Visit Recap w/ Shop Leader</p> <p><u>FTF Visits:</u></p> <p>Team Member Greet Motivation & Recognition Support Multiple Shops, Quick Visits</p>