

## **DAILY ACTIVITIES:**

First Thing:

- Clock In
- Begin walkthrough
- Check lightbulbs (change)
- Morning pictures (what to send) movie dimensions
- Review previous days daily recap
  - a. Adjust guests/cancellations (report)/ memberships (report)/ sets/gameplans
  - b. Adjust KPI for previous days on google docs
  - c. Adjust PT KPI for previous days on google docs
- Review messages (message book)
- Review VFP emails/texts/ calls daily
- Review VCITA/LISTEN 360 (ANSWER IMMEDIATELY)
  - A. Listen 360: how to answer/ how to get better scores/ how it affects etc
  - B. Vcita: how to answer/
- REVIEW MOVIE LOG (NO MOVIES PLAYING MORE THAN 2 DAYS)
- PT CALENDAR CHECKS
- ASSIGN DAILY CLEANING DUTIES FOR STAFF
- POS CASH OUT (OPEN/CLOSE CASH DRAWER)
  - a. How to do ABC video
  - b. Write on envelope/ cash out receipt (weekly)
- Contact Previous signups for gameplan sessions
- Contact previous signups to bring in checking account info
- CONTACT PAST DUES STARTING AT 9AM
- Staff schedule at desk
- Daily check of inventory: shake bar supplies/ drinks
- Social media marketing (posts/videos/etc)

## **END OF DAY TEXT:**

TOTAL GUEST

TOTAL MEMBERSHIPS

TOTAL CANCELLATIONS

TOTAL SETS

TOTAL PT DEALS/CANCELS

PAST DUE COLLECTED

2 SENTENCE MIN EXPLANATION ON YOUR CLUBS PERFORMANCE DURING YOUR SHIFT