

POWER HOUR: 10AM-11AM

Set up everyday for success...

“Discipline equals freedom”

What time do you need to get to the club to be at the front desk looking calm and collected by 10AM. If you are rushing through the door at 9:59 and are running by the desk to put things away and then come rushing back to the desk at 10:05 your staff will think you are a mess. Nobody wants to be led by someone who doesn't have their stuff together. Leaders look like they are in control even when they have doubts.

Check in with your morning person to get a quick rundown but don't get dragged into any issues unless it is an actual emergency.

-Now do your club walkthrough and pictures.

WHAT TO BRING:

STAFF CLEANING LIST: This will allow you to check what was completed from the previous night after you left and what was done in the morning before you arrived. It will also allow you to make notes if anything needs to be done.

CLEANING COMPANY CHECKLIST: If your cleaner comes before you arrive then take this with you and thoroughly check their work. If anything is missed, call the cleaning company right away and have someone come back.

-Next assign remaining cleaning based on what is left to do and anything that was missed and needs to be redone.

-Next answer V-CITA.

-Next do your PT retention check for whichever trainer is on your PT check schedule for the day. Make any calls necessary for any misses.

4PM

CLEANING RECHECK/UPDATE: At 4pm recheck your staff cleaning list to see what has been done and review. If something has not been done follow up with the responsible staff. Make any updates or changes.

CLEANING COMPANY: If your cleaning company comes in the afternoon this is the time when you would check on their work and make any phone calls.