

MANAGER SHIFT SUMMARY



DAILY COMPLETED MANAGEMENT ACTIVITIES

This sheet must be completed and returned to the General Manager's office prior to leaving for the day.

DATE:	TIME:	AT MY CHECK-OUT TIME FOR TODAY THE STORE HAS:		
MANAGER'S NAME		APPOINTMENTS FOR TOMORROW	NEW CARS SOLD TODAY	USED CARS SOLD TODAY

"The success you want to enjoy tomorrow depends on the actions you take today." - Shane Eubanks

EARLY MANAGER INTRODUCTIONS MADE

FINAL CUSTOMER T.O.'S MADE

APPOINTMENT CONFIRMATIONS MADE

C.S.I. CALLS MADE

OUTBOUND FOLLOW-UP CALLS MADE

ALL OF MY DAILY TASKS ARE COMPLETED

YES

NO

"Do it today! It will spare you the effort of finding excuses tomorrow." - Dr. Steve Maraboli

SALESPERSON ONE-ON-ONES COMPLETED (LIST WHO BELOW)

SALES TRAINING DELIVERED (LIST THE TOPIC TRAINED ON BELOW)

CLOSING MANAGER ONLY:

THE LOT IS CLEAN AND CLEARED AND READY FOR OPENING

YES

NO

TODAY'S TRADES HAVE BEEN MOVED TO THE TRADE AREA

YES

NO

TODAY'S TRADE KEYS HAVE BEEN PROPERLY STOCKED IN

YES

NO