

MANAGER **DAILY** CHECKLIST



"Focus on being productive instead of just being busy." - Tim Ferriss

PRIORITY TASKS GET ATTENTION ABOVE ANYTHING ELSE. ANY OTHER TASKS BEING WORKED ON NEED TO STOP IMMEDIATELY WHEN A PRIORITY TASK PRESENTS ITSELF.

PRIORITY TASKS:

- Early Manager Introductions
- Working Car Deals / Contracting Customers
- Confirming Set Appointments
- Taking a Showroom Customer T.O.
- Taking a Phone Customer T.O.
- Handling Heat Cases

OPENING SALES MANAGER A.B.C. – ACTIVITY BETWEEN CUSTOMERS

- ☐ Hold a 5-minute roll-call / start-up meeting (touch on training one step of sales process)
- ☐ Complete sold log follow-up from the previous workday.
- ☐ Complete previous workday's unsold follow-up.
- ☐ Confirm any unconfirmed appointments for today.
- ☐ Start the One-On-One's with the sales team members.
- ☐ Begin calling the Hot Prospects identified from the individual One-On-One meetings.
- ☐ Review and call incoming internet leads and phone traffic.
- ☐ Verify a salesperson presence in the service drive for prospecting.
- ☐ Check out the early shift before they leave for the day.

CLOSING SALES MANAGER A.B.C. – ACTIVITY BETWEEN CUSTOMERS

- ☐ Hold a 5-minute roll-call / start-up meeting (communicate a plan for the rest of the day)
- ☐ Seize training opportunities throughout the day as they present themselves.
- ☐ Review and call 2 & 3 day old internet leads.
- ☐ Complete any daily One-On-Ones that the early manager wasn't able to complete.
- ☐ Call any daily One-On-One Hot Prospects that the early manager wasn't able to call.
- ☐ Review and call incoming internet leads and phone traffic.
- ☐ Listen to and call back inbound calls that did not set an appointment.
- ☐ Check out the late shift before they leave for the day.

HAVE FUN!!! IT'S ALL OUR JOBS TO CREATE AN ENVIRONMENT WHERE PEOPLE WANT TO WORK.