

Daily Checklists

For the “Well-Oiled Machine”



Monday

- Put Paper in Printer
- Inventory
- Check bathroom (soap, cleanliness, paper towels and toilette paper)
- Check how many Schedules, Curriculum and Citizenship Award sheets
- Mark and put away cards if left over from yesterday
-
- Call and confirm any appointments
- Erase whiteboard and put up new announcements
- Vacuum, dust
- Call prospects from events or inquiries
- Trash out
- New Stat Sheet / Finish old
- Compression/Catch Follow Up
- Report on marketing plan/ how to get new students
- Print BBC invitations for eligible students and call parents to know when student will be in class to receive
- Inventory

- By 1:30, send a text of all appointments and marketing plans

After Classes:

- New students :
 - Card made
 - Notes on file folder (start/end date, program, payment)
 - Contract end date in Membership book
 - Entered into Rainmaker
 - Buyer's Remorse Text
- Stat sheet complete and sent by text to group
- Mark and put away cards
- Turn off computer
- Turn off air conditioning/heat/lights
- Make sure door is latched and locked
- Good job!

Tuesday

- Put Paper in Printer
- Check bathroom (soap, cleanliness, paper towels and toilette paper)
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Wednesday

- Put Paper in Printer
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- Trash out
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- Turn off computer
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- Make sure door is latched and locked

Good job!

Thursday

- Put Paper in Printer
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- Call and confirm any appointments
- Call prospects from events or inquiries
- Trash out
- New Stat Sheet / Finish old
- Compression/Catch Follow Up

- Marketing plan/ how to get new students
- Print BBC invitations for eligible students and call parents to know when student will be in class to receive
- By 1:30, send a text of all appointments and marketing plans

After Classes:

- New students :
 - Card made
 - Notes on file folder (start/end date, program, payment)
 - Contract end date in Membership book
 - Entered into Rainmaker
 - Buyer's Remorse Text
- Stat sheet complete and sent by text to group
- Mark and put away cards
- Turn off computer
- Turn off air conditioning/heat/lights

- Make sure door is latched and locked
- Good job!

Saturday

- Put Paper in Printer
- Check bathroom (soap, cleanliness, paper towels and toilette paper)
- Check how many Schedules, Curriculum and Citizenship Award sheets
- Mark and put away cards
- Trash out
- New Stat Sheet / Finish old
- Make sure school is *ready* for Tuesday!

After Classes:

- New students :
 - Card made
 - Notes on file folder (start/end date, program, payment)
 - Contract end date in Membership book
 - Entered into Rainmaker
 - Buyer's Remorse Text
- Stat sheet complete and sent by text to group
- Mark and put away cards
- Turn off computer

- Turn off air conditioning/heat/lights
- Make sure door is latched and locked
- Good job!

Birthday Parties:

- Make sure there is a tablecloth
- Pizza is ordered
- Plates, silverware, cups
- Vacuum and clean up when done
- Turn off computer
- Turn off air conditioning/heat/lights
- Make sure door is latched and locked

