

Club:						Date:								
Staffing														
At Risk:						Need:								
Interviews:						New Hires:								
Previous Week's Action Items														
Expectations									Meets Expectations		Did Not Meet Expectations			
Driver and Daily Sales Report Review														
Needs Improvement						Positive Wins!								
Driver Metrics														
Sales			Closing %			Leads			Appointments			Calls		
Goal	Current Project	Last Project	Goal	Current Project	Last Project	Goal	Current Project	Last Project	Goal	Current Project	Last Project	Goal	Current Project	Last Project
Driver Coaching Review and Role Plays Conducted														
Staff		Correct Format Y/N		Notes										

Daily Digital Guest Register Review		
Leads Claimed:		
Notes:		
Correct Comm Track:		
Web Leads:		
Action Items		
1.		
2.		
3.		
4.		
Regional Director Signature		Date:
Sales Manager Signature		Date:

Additional Notes	
•	
•	
•	
•	