



DISTRICT MANAGER PERIOD TO-DO

- **Monthly Schedule**
 - Schedules should be maintained and finalized ideally 3-4 weeks out
 - Schedules are maintained in Outlook and shared with a Brand Partner.
 - GM 1x1 are scheduled
- **At-Risk List**
 - Each month, underperforming locations should be identified (based on Key Metrics) and game plans for corrections put in place using information from Restaurant Visits
- **Expandability**
 - Documentation/Recommendations made determining operations, organization and staffing needs.
 - Evaluations should include overall operational capabilities, QSC scores/trends, SMG trend data, and ability to adhere to company policies.
 - Documentation should be completed and reviewed with Brand Partner
- **1:1 with Brand Partner**
 - Territory review with Brand Partner to discuss:
 - Calendar schedule
 - Upcoming Initiatives
 - Projects
 - Special Needs
 - Tactics
 - Create a summary prior to 1:1 that includes observations in the following areas:
 - Operations
 - Sales
 - Profit
 - Growth
- **General Admin**
 - Regular communications with the team including:
 - GMs
 - Shift Leads
 - Training Manager
 - Team Members
 - Schedule restaurant tours with Brand Partner a minimum of once per month
 - Schedule "calibration" QSC visit with GM
 - Schedule market tours with Training Manager and DMs
- **Expense Reports**
 - Expense reports should be filled out minimally each period. It is recommended that they are done every 2 weeks.
- **1x1 Goal Setting**
 - Complete 1x1 Goal Setting form for each General Manager