



DISTRICT MANAGER WEEKLY TO-DO

- **Scheduling**
 - Plan your week for:
 - Restaurant Visits
 - Interviews
 - SMG Guest Follow Up
 - QSC and Restaurant Walk Thru
 - Goal Setting and Action Plan Follow Up
 - P&L Accountability Evaluation – COGS
 - 1x1 Goal Setting
- **Restaurant Visits**
 - Use Restaurant Visit Form to conduct these weekly.
 - Visits are intended to evaluate and document each store visit with clarity on opportunities and celebrations.
 - Create goals and action plans for opportunity areas.
- **WingYOU**
 - Review for weekly progress and individual store progress.
 - Notify General Managers of current standings
 - Create action plan if necessary for those under target
- **SMG Review**
 - Check SMG Alerts of all restaurants
 - Evaluate metrics for each restaurant and create action plan for improvement areas
 - Notify restaurant General Manager of current SMG standings and set weekly Metric Targets
- **QSC**
 - Evaluate QSC received during the past week and follow up on corrective actions
 - Create a Top 10 deduction list from previously completed QSC's and send to all Restaurant General Managers to use as a daily QSC checklist.