

Training #198

Daily Accountability

Accountability: the quality or state of being **accountable**; *especially* : an obligation or willingness to accept responsibility or to **account** for one's actions
<public officials lacking *accountability*>

1. Daily Set-up & Closing Checklist

- Who set up this morning?
- Where is the????
- List so that EVERYONE knows where everything should be
- Selling tools
- Cash in till
- Computer actions
- Prepare the store for selling
- Cleaning
- Who counted out the til?
- Signature at bottom
- Security for certain items

2. Sales accountability checklist

- What's important to YOU?

Some suggestions:

- Daily Sales
- # of Customers/# of sales - Closing ratio
- # of repairs
- # of turnovers, team sales
- # of saleable hours worked
- Be back people notes & follow up
- Credit applications
- Bridal Presentations

Goal for this is that everyone can quickly and accurately fill it out.

3. This is a fantastic tool for monthly or possibly weekly management pow wows

- Gives you great OBJECTIVE things to look at
- Allows you to manage and be managed according to ACTIONS

4. MUST DO SOMETHING WITH THE INFORMATION!

Accountability
turns pain into
peace.

AmyJalapeño.com



Notes & Discussion

What are some important things to add to your Daily Closing Sheet?

Your Opening Sheet?

Your Daily Accountability Sheet?

Signature: _____