This procedure should be followed before or during the process of making your store schedule. The idea here is that you’ve developed out your weekly plan and can delegate some of the responsibilities through the scheduling program.

1. **Click and download the file titled “**[**Weekly Planning & Review**](https://toppershq.sharepoint.com/_layouts/15/WopiFrame.aspx?sourcedoc=%7BA07F51B8-2956-4814-98E5-6AFD8BFF8ADB%7D&file=Weekly%20Planning%20%26%20Review.docx&action=default)**”.**
2. **On the first page fill out the all the metrics with the previous week’s data.**
	* Food Variance:
		+ Pull the “USAGE” POS report for the previous week
		+ List the Top Ten items that were overused on the weekly review
	* Sales:
		+ Enter the actual sales and projected sales from the key indicators and schedule.
		+ Calculate the variance between actual and projected
	* Labor:
		+ Fill in the actual and projected labor from the key indicators and schedule.
		+ Calculate the variance between actual and projected
	* Service:
		+ Fill in the Load time, out the door time, and the urgency
			- Urgency= Labor percentage + OTD time
	* 3 min P&L
		+ Complete a [3 minute P&L](https://toppershq.sharepoint.com/Shared%20Documents/Administrative/GM%20Weekly%20Tasks/L27%20-%203-Minute%20P%20%26%20Loss%20worksheet%20and%20form.pdf) for the previous week, record in the weekly review
3. **On the second page fill all the activities the general manager needs to accomplish for the week in each category.**
	* LSM:
		+ List all the local store marketing activities that need to be completed during the week. Assign those tasks on the daily sheets in the labor and service program and place an “O” in the weekly plan on the day each activity will be completed.
	* Food Costs:
		+ Review the “[Controlling Food Cost- Overview](https://toppershq.sharepoint.com/_layouts/15/WopiFrame.aspx?sourcedoc=%7B700FC903-4A60-40FC-B6CE-23C1D777C6BB%7D&file=Controlling%20Food%20Cost%20-%20Overview.docx&action=default&DefaultItemOpen=1)” procedure.
		+ Assign tasks to be completed and put an “O” in the weekly plan for each day it will be completed.
	* Labor Costs:
		+ Review the “How to control labor shift by shift” procedure and communicate with staff. Assign when the tasks will be completed and place an “O” in the weekly plan.
	* Service:
		+ Review which dayparts struggled to run great load and OTD times using the key indicators in the POS. Communicate those areas.
		+ Review any “contact us” comments for any service issues
		+ Communicate and assign tasks to be completed and mark each day with an “O”.
	* Training/Development
		+ Review your training tracker
		+ Assign training tasks and Toppers U videos to Team Members and mark an “O” each day they are to be completed. Assign these tasks using the Daily sheets in the labor and service program.
	* Internal Controls
		+ Assign tasks to Team Members if cash variance is a problem. Mark each day each task is to be completed with an “O” in the weekly plan.
	* Care
		+ Assign tasks to yourself for all “Care” initiatives you will complete with Team Members in the store. Mark each day with an “O” when that task will be completed.
			- Ex: Celebrate a Team Member birthday with a cake or card. Announce a Team Member anniversary with a card or pin. Announce an MIT promotion.
4. **Post the weekly plan somewhere the Manager can review each day.**
5. **Fill in the “O”s each time a task is completed throughout the week.**
6. **At the end of the week review your plan and determine what was not finished and be sure to write down the task to be placed on next week’s plan.**