Weekly Review and Planning

Previous Week – Key Metrics

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| --- | --- | --- |
| **Food Variance** | | |
| $ | % | Top 10 items |
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| **Sales** | | |
| Actual | Projected | +/- |
|  |  |  |
| **Labor** | | |
| Actual ($/%) | Projected ($/%) | +/- ($/%) |
|  |  |  |
| **Service** | | |
| Load | OTD | Urgency |
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| **Training Conducted** | | |
| Name | Training | |
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| 3-Minute P&L | |
| Profit +/- |  |

Weekly Plan: 8/11 – 8/17

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|  | M | T | W | Th | F | Sa | Su |
| LSM |  |  |  |  |  |  |  |
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| Food Cost |  |  |  |  |  |  |  |
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| Labor Cost |  |  |  |  |  |  |  |
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| Service |  |  |  |  |  |  |  |
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| Training/Development |  |  |  |  |  |  |  |
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| Internal Controls |  |  |  |  |  |  |  |
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| Care |  |  |  |  |  |  |  |
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**Instructions:** The left column lists the basic roles that a GM plays on a regular basis. In this column, list the different projects and tasks you have to do this week under the corresponding roles. Once you have all tasks listed, look at your calendar to determine which days you can complete each task. Mark the days you determined in the columns on the right using an “O”. Review this each day to both map out the day, and to determine what tasks were completed and which weren’t.