

**FRONT**

**SHIFT NOTES**

Handwritten notes area with horizontal lines.

**STAFFING**

SERVER	TIME IN	COOK	TIME IN
1			
2			
3			
4			
5			

  

HOSI	TIME IN	BUS	TIME IN

  

BAR	TIME IN	BAR	TIME IN

**MY DAYPLAN**

MANAGER NAME: \_\_\_\_\_  
Su Mo Tu We Th Fr Sa AM MID PM DATE / /  
SHIFT SALES GOALS: \_\_\_\_\_ SHIFT LABOR GOALS: \_\_\_\_\_  
TODAY'S AREA(S) OF FOCUS: \_\_\_\_\_  
INFORMATION TRANSFERRED TO MANAGER LOG

**DAYPLAN STAFFING**  
**5.5" X 11"**  
Folds to 5.5" x 3.5 to fit in your pocket  
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**TO DO / INTERVIEWS / APPOINTMENTS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**BACK**

**EMPLOYEE ISSUES**

NAME \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_  
NAME \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_  
NAME \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_  
NAME \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_  
NAME \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_

**FOOD / BEV / SUPPLIES**

ITEM \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_  
ITEM \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_  
ITEM \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_

**R & M / SAFETY**

ITEM \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_  
ITEM \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_  
ITEM \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_

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**FOOD QUALITY**

STATION	1	2	3
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECK 3 TIMES EVERY SHIFT

**TEMP CHECK**

STATION	1	2	3
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECK 3 TIMES EVERY SHIFT

DAYPLAN POCKET PLANNER ©2004 COMMLOG  
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