

Tue

1

January

New Year's Day

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2013						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

SHIFT AT A GLANCE
High Level Overview Of What Happened Today

Initials Initials Initials Initials Initials

SHIFT	AM	PM	SALES GOAL	DAY SALES	OPEN MGR
	THUMBS UP THUMBS DOWN	THUMBS UP THUMBS DOWN			
WEATHER	f d d	f d d	TOMORROW'S SCHEDULE CHECKED FOR CHANGES/OPPORTUNITIES <input type="checkbox"/>	MTD SALES	CLOSE MGR
	e T	e T			

TO DO TODAY
High Level Overview Of What Happened Today

Initials Initials Initials Initials Initials

COMPLETED

COMPLETED

COMPLETED

COMPLETED

COMPLETED

COMPLETED

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RETAIL LOG
8.5" X 14"**

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SCHEDULED INTERVIEWS
1st or 2nd interviews, etc

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NAME	TIME	CIRCLE ONE	POSITION	INTERVIEWING MANAGER
		1st 2nd 3rd		
		1st 2nd 3rd		
		1st 2nd 3rd		
		1st 2nd 3rd		

MESSAGES / EMAIL / FAX / MEMO
Communications, Policy Changes, Special Requests, etc

Initials Initials Initials Initials Initials

INVENTORY NOTES
Rack/Shelf Levels, Box Up, Transfers, New Merchandise

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RACK/SHELF MAINTENANCE
Sorting, Floor Layout, Sizing, Special Needs

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EMPLOYEE ISSUES 

Punctuality, Attendance, Register, Documentation, Meetings

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Lined writing area for Employee Issues section.

TRAINEES

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DISPLAY & VISUALS 

Store Visuals, Signage, Restocking Levels, etc

Lined writing area for Display & Visuals section.

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REPAIR & MAINTENANCE 

Clean, Maintain, Fix, Replace

Lined writing area for Repair & Maintenance section.


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PROMOTIONS 

Marketing, Events, Seasonal Promos, etc


Lined writing area for Promotions section.

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SHIFT NOTES 

Compliments, Complaints, Competition, Busy Times, Staffing

Lined writing area for Shift Notes section.

 **TODAY'S QUOTE**

Anger is seldom without an argument but seldom with a good one. Lord Halifax

Lined writing area for Today's Quote section.