

DAILY CHECKLIST

DATE:

BACK TO BASICS

- ☐ I arrived to work early!
- ☐ I am dressed for success!
- ☐ I am smiling!
- ☐ I am educated on the OCC, ADR, RevPar and overall status of my hotel!
- ☐ I have checked in with all employees working!
- ☐ I have reviewed my Email and Plan for the Day!
- ☐ I have reviewed the Communication Book!

DAILY DUTIES

- ☐ Interior and Exterior Property Walk
- ☐ Respond to and clean-up emails
- ☐ Ensure Guests needs are met
- ☐ Address any Staff Issues/Concerns
- ☐ Review Room Rates and Inventory
- ☐ Review Accounts Receivable and Deposits
- ☐ Visual Review Market Inventory

I ROCKED MY JOB TODAY BY...

TOP PRIORITY TODAY

GM TASK LIST

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

DAILY REPORTS TO REVIEW

- ☐ Manager Daily Report
- ☐ Forecast
- ☐ Cancellation/No-Show
- ☐ OTA Virtual Card Payments Posted
- ☐ Guest Balance
- ☐ Credit Check
- ☐ Rate Adjustment/Reservations Report