

WEEKLY CHECKLIST

DATE:

WEEKLY TO DO

- ☐ Housekeeping/Laundry Schedule
- ☐ Review Front Desk Task List
- ☐ Review Weekly Front Desk Cleaning Checklist
- ☐ Review Monthly Front Desk Cleaning Checklist
- ☐ Weekly Deposit Made (once per week minimum)
- ☐ Inventory and Ordering Complete
- ☐ Market Inventory and Ordering Complete
- ☐ Follow-up on ANY Maintenance/Action Items
- ☐ Review Email and Clean Out Completed Items
- ☐ Review and Upload all Outstanding Invoices
- ☐ Review Upcoming Room Rates and Inventory
- ☐ Review Arrivals for the Week. Capture Errors, Company Names, and Email Addresses
- ☐ Conduct Three Parking Lot Shops
- ☐ Conduct at least five Sales/Marketing Tasks

REMINDER FOR THIS WEEK...

PERSONAL GOAL FOR THE WEEK...

WEEK HIGH PRIORITY

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

WEEKLY REPORTS

- ☐ Monday - Bullet Due
- ☐ Monday - Time Clock Reviewed
- ☐
- ☐ Wednesday - OTA Reconciliations Complete
- ☐ Friday - Review Sales Sheet
- ☐ Friday - Review Sales Sheet Reports
- ☐ Friday - AR Aging - Group Profile Balance Summary (City Ledger)