

The Sales Manager's Daily Game Plan

Take control of your day before the day takes control of you.

Date: _____ Manager: _____ Shift: _____

1 REVIEW THE DAY. ASSIGN THE GAPS.

Morning: 5-10 minutes

Tick after review. Record gaps below; give each an owner and a time.

- | | |
|---|---|
| ☐ Sales pace / where we're behind | ☐ Staffing, appointments and vehicle readiness |
| ☐ Unsold customers / missed appointments | ☐ New leads and overdue follow-up |
| ☐ Pending deals and delivery obstacles | ☐ Yesterday's promises and coaching |

2 WHAT NEEDS MY ATTENTION MOST?

Pick three actions that will move the day forward. Decide what I own and what I assign.

SPECIFIC NEXT ACTION	OWNER	BY	DONE
1.			☐
2.			☐
3.			☐

3 HANDLE ONE THING BEFORE IT BECOMES URGENT

What am I waiting to handle until a customer arrives, someone complains, or a deal stalls?

Act now: _____ Owner: _____ By: _____

4 COACH ONE PERSON ON ONE SKILL

Person: _____ Coach at: _____

Where stuck / what I noticed: _____

Ask or watch before deciding why: _____

Practice this one skill: _____

Watch them use it at: _____ ☐ Practiced ☐ Observed ☐ Revisit

5 MIDDAY RESET

Reset at: _____

- | | | |
|---|--|---|
| ☐ Priorities still fit | ☐ Coaching done | ☐ Coaching rescheduled |
|---|--|---|

Next action / change: _____ Owner: _____ By: _____

6 BEFORE I LEAVE: CLOSE THE LOOP

Update open items above. What promise or handoff must carry into tomorrow?

NEXT ACTION / HANDOFF	OWNER	DUE